

Hopkinton Town Library
REPORT FROM LIBRARY DIRECTOR

June 24, 2020

Library Staff: Library staff have been coming in to work for the past couple of weeks, wearing masks and practicing social distancing. The shift to our new online catalog has been the major focus of attention with staff getting used to new systems and sorting out glitches with the system manager, Biblionix. Curbside pickup began on June 16th and staff have managed online, email and phone reserves. Things have gone smoothly and patrons have been respectful and appreciative about the transition. Returned books are quarantined for 72 hours and then wiped down, checked back in and reshelved. We are not bringing volunteers back in for shelving.

Library Trustees: Welcome to Sarah Chiappetta and Jason LaCombe! Nancy Skarmeas is the incoming chair and John Greabe continues in the role of Treasurer. Open positions are secretary, corresponding secretary and Foundation Liaison.

Finance: We are on target with the budget. We are currently operating without a 2020 budget because Town Meeting will not take place until Saturday July 18th. Format TBD. The select board continues to review the town budget determining where cuts might be made. One reduction that may be made is to the fuel line for all departments, including the library. According to Neal Cass: "The only potential change so far is to the fuel line-- not changing the gallons but the price from \$3.00/gallon to \$2.00/gallon. We are locked in for the next year at \$1.59/gallon so this should be fine." We received last year's Tarr Trust payment of \$7,792 in early June.

Library Services: Due to Covid 19 and the pandemic status declared by the World Health Organization, the Governor of NH declared a state of emergency in March. The Hopkinton Town Library closed its doors on March 17th. We have been following our plan for the Phased in Re-opening of Library Services (to be distributed at Trustee meeting), which began with resuming book returns on June 2nd and curbside pickup on June 16th.

At the Zoom staff meeting on June 23, staff agreed that we should open up the book drop for return of library materials. We will also increase the number of items that patrons can reserve per week. We started with a limit of three items per patron/week and have determined that we are able to handle the volume. An announcement will go out on June 26th and the new policy will be in place on June 30th. We will also open for two to three hours each Saturday.

At our May board meeting we identified the following NEEDS: We have made good progress as noted below.

A "Library Ink" mailing to each household to provide an update on library services. DONE

A "Survey Monkey" to determine community attitudes re: library re-opening: DONE Over 70% of respondents would be comfortable returning to the library this summer with appropriate precautions (hand sanitizer and masks)

Findings from IMLS study on how long virus lasts on books. COMPLETE. Study reveals that the virus is absent after 72 hours on library materials.

Clear signage throughout library re: social distancing expectations: IN DEVELOPMENT

A plexiglass barrier at the Welcome Desk: DONE (also at Leigh's desk)

Cleaning supplies ordered. DONE

Plexi barriers at public computers? IN DEVELOPMENT

Hand sanitizer stations (note we obtained hand sanitizer through a state program): DONE

Policy on public use of masks. We will follow town guidelines requiring that masks be worn.

Programs: Along with libraries across the state, we have decided to provide our Summer Reading Program “virtually” rather than in person. The SRP “Virtual Summer of Fun” began this week and includes weekly packs of books, journals and take home crafts and other activities. 86 children are registered for the program. All performers who were previously contracted with for SRP are providing online programs. All other adult programming has been temporarily suspended, with the exception of our book group discussions which are taking place monthly via Zoom.

Goal Two 1k

Building: HVAC systems are back on and functioning since staff returned in mid May. Hillary Gabbett is working on a plan for the murals in the library children’s area. Pending the vote at Town Meeting, Chris Wardell will undertake the re-staining of the building exterior this Fall.

As discussed at the May trustee meeting, ENE, the library’s HVAC company has put together a proposal to install either a HEPA filter on our air handler or UV filter in order to ensure that air in building is as safe as possible. The options (all CDC approved, the first two are HEPA like filters) include replacing our current filters with one of the below

- a) MERV 13 air filters that have an “arrestance” rate of 85-90% for \$1,845. Filters need to be replaced 3x/year.
- b) MERV 15 air filters that have an “arrestance” rate of 95-98% for \$2,850. Filters need to be replaced 2x/year.
- c) UV Light system with a “kill” rate of 95-99%. (\$14,765) with replacement costs every two years of additional \$2,480. for bulbs.

NOTE: The UV lights “kill” the bad stuff in the air, while the filters “arrest or entrap” the bad stuff and when the filters are changed, it is eliminated.

Goal 2 1a

Planning and Policy: Library Trustee Bylaws to be reviewed. Pandemic Plan to be reviewed.

Respectfully submitted, Donna Dunlop