**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES APRIL NONREGULAR MEETING**

**Access Meeting by phone dial-in:**

**1-888-748-9073 or 1-844-540-8065**

[**www.abbotsfordpl.org**](http://www.abbotsfordpl.org)

**Thursday, April 23, 2020 at 5:00 p.m.**

**AGENDA**

**Call to order**

**Reading of the minutes from previous meeting**

**Public Comment**

**Old Business**

* April Author Visit: postponed to fall
* COVID-19: Curbside
* COVID-49: Staff- Staff will work from home or in the closed library and be paid for the hours they were scheduled to work before shutdown.

**New Business**

* Updated Curbside procedures
  + Nu-Foam Glissen Chemical EPA regulated Sanitizer. Listed on the New York’s products registered for use against COVID-19 list.
  + 1000 bags on order
  + Staff have cloths masks, not enough gloves, wash hands before book gathering and after hand-off.
  + 3 outdoor book drops=48-hour quarantine time. Quarantined books stay by back door. Recommended that staff do not take books directly from patrons.
  + Days and Times for pick-up?
  + No currier, online catalog will limit to Abbotsford
* Summer
* Staff

**Treasurer’s Report**: 24% spent

**Circulation Report:**

* Total Circulation: March 2020: 2902 Feb 2020: 2,134
* March 2019: 2,601 March 2018: 2,537 March 2017: 2,575 March 2016: ­­­2193 March 2015:2187
* Circulation Break-down:

Books:1193, DVD: 453, Spoken Record: 38, Large Print: 21, Magazines: 43, Other: 27

**Other Usage Report:**

* Wireless Sessions: March: 286 Feb: 193 Jan: 219 Dec: 121 Nov: 184 233 Oct: 269 Sept: 290 Aug: 338 July: 168 June: 186 May: 188 April: 299 March: 146 Feb. 32
* Overdrive E-material Checkout: March: 239 Feb: 185 Jan: 173 Dec:177 Nov: Oct: 242 Sept: 243 Aug: 212 July: 111 June: 188 May: 166 April: 210 March: 203 Feb: 195
* Website Visits: March: 394, Feb.: 175
* **Monthly Reference:**

March: 54

**Patron Count:** March 2020: 706

March 2019: 925 March 2018: 1402 March 2017: 1183 March 2016: 950

**Policy Review: curbside pick-up**

**WVLS report:** Bi weekly audio conference meetings are occurring.

**Director Report**

* March 18th was the last day the library’s doors were open. Curbside was offered through March 25th.
* Last Month Program Count:

Feb: Monthly Program total: 8 programs, 130 attendance

* Future Programs: Facebook live Boredom Busters, Video Conferenced Adult Craft Nights, Audio Conferenced Book clubs. Possible craft kits sent out with curbside if interested. Limited supply.

**Staffing/Operating Issues**

* Internet router

**Next meeting:**

After next Governor’s order.

**Adjourn**

