

Sanbornton Public Library Board of Trustees Meeting

Minutes for April 21, 2020 at 6 p.m.

Due to the precautions set by the Governor of New Hampshire on public gatherings, the Board of Trustees of the Sanbornton Public Library held their monthly Board of Trustees meeting on April 21 starting at 6:00 p.m. by teleconference. In attendance were Marcia Haigh, Carol Raymond, David Adams, Paula Grassie, Grita Olmstead, Chris Hobby, Ana Gourlay and Donna Schimming.

1. Call to Order 6:08 pm

Ana Gourlay was asked to take the meeting minutes as secretary Donna Schimming had not yet arrived.

Election of Officers

- Carol Raymond Nominated Dave Adams for Chair of the Board. Approved
- Dave Adams nominated Carol Raymond as Vice-Chair. Approved
- Dave Adams nominated Grita Olmstead as treasurer. Approved
- Carol Raymond nominated Donna Schimming as secretary. As Donna was not yet at the meeting it was discussed who would be willing to serve in her place if she chose not to continue as secretary. Paula Grassie volunteered.

2. Secretary's Report

Previous minutes February 18, 2020 (March 17th meeting cancelled due to COVID-19)

Motion to accept Paula, seconded by Grita. Approved

3. Treasurer's Report

Detailed P/L statement with expenditures to date was e-mailed to trustees with their agenda. Motion to accept Dave, seconded by Paula. Approved

Donna Schimming joined the meeting. (approx. 6:20 pm) Dave Adams nominated Donna as secretary. Grita seconded. Approved.

4. Building Report

- a. Water Softener was installed on March 9th to replace the old softener that failed. Marcia reported there has been a noticeable difference in the water quality and the unit is working well. There is residual staining on fixtures that is still being resolved.
- b. Spring clean-up of flower garden completed by Trustee Carol Raymond. Thank you, Carol. Donna volunteered to share plants from her yard for the library Garden.

5. Director's Report

- a. COVID-19 Virus: February 26th began discussion with staff for procedures for cleaning and wiping surfaces to stay healthy and reduce exposure to our patrons. Prepared a draft policy for balancing the need to continue to provide library services to the community while reducing health threats for staff and patrons. Library was closed to patrons when Gov. Sununu issued the "stay-at-home" order. The staff is working from home. Marcia is the only staff member entering the building to handle building

maintenance, bills, payroll, books returns (and quarantining measures), phone and e-mail messages, etc.

As for building maintenance, the annual elevator inspection has been completed. The service was conducted in a safe manner with safety precautions in place. The library is scheduled for a deep cleaning. The windows will also be cleaned (as that was not done last year) and the rug cleaning (normally scheduled for June) will be scheduled during this time of closure.

- b. Prior to closure cross training for payroll and interlibrary loan procedures had begun. Training has been delayed due to social distancing requirements. Interlibrary loan has been suspended by the state during this time of health & safety concerns.
- c. David Adams and Grita Olmstead, newly elected to 3-year terms, sworn in by Town Clerk.
They were sworn in outside of the town hall (in the rain). Many Thanks to Julie Lonergan for keeping things going at the town hall. Her hard work and dedication are greatly appreciated.
- d. Preparing to re-open the library when it is safe for patrons and staff. (It was decided this topic would be discussed at the end of the meeting as it will be a lengthy discussion).

6. Upcoming programs and events

All Programs and in person events have been cancelled until the stay-at-home order is lifted. Services offered to the community include Overdrive downloadable eBooks and Audio Books; online Ancestry search, links to online viewing and resources, links to COVID-19 fact-based sources for national and local concerns; and more.

7. Old Business

- a. Library Page position – leave unfilled for now.
- b. Repaint library sign with proceeds from March 10th Bake Sale -\$275 raised (total is now \$841 and the painting estimate is \$888) The donation funds account can cover the remaining \$47. Sign company has sent a mock up of replacement sign. Paula made a motion to have Marcia continue to work with the sign company to move the project forward. Seconded by Dave Adams. Approved.

8. New Business & Other Business

- a. Community Health Concern and Pandemic Policy- Though the March trustee meeting was cancelled due to COVID-19 concerns, the trustees had instructed Marcia to use this policy as an interim policy until the trustees met again.

The Governor has created a task force for re-opening the State. Schools have been instructed to continue remote learning for the rest of the school year. Guidelines continue to change daily for reopening procedures and there is concern, especially, with libraries becoming a vector for community transmission of the virus. Concerns include: Protecting staff and patrons from virus exposure, disinfecting materials (quarantining returned books, etc.) social distancing at and sanitation of computer stations, eliminating the use of items that are difficult to disinfect (such as logs).

In looking ahead to re-opening, re-opening would most likely be phased in beginning with the building being closed to patrons but open to staff, curbside pick-up, etc. Safety procedures would need to be in place for staff including increased vigilance

with sanitation (doorways, etc), handwashing, social distancing, assigned phones and computers, etc. When the library does re-open it may be with adjusted hours.

The trustees discussed when the library does reopen to the public should it be made clear that the Trustees “strongly recommend” the use of masks by all patrons. When considering re-opening the library, the decision will be based on the guidelines set by the Governor, the NH Library Association, and with the best interest of the staff’s and the community’s safety in mind.

9. Next Meeting scheduled for May 19, 2020. The meeting will most likely be teleconference.
Adjournment 8:04 pm