



Sandown Public Library Trustees Meeting
Non Public Session Meeting Minutes-APPROVED
March 16, 2020

At 1:44pm, Trustee True motioned to enter into non-public session under the provision of RSA 91-A:3, II (a); Trustee Owens seconded. Motion carried unanimously.

Roll call: Diana True, Carol Busby, Tina Owens, Carol Fournier, Caroline Morse. And we are inviting Library Director Deb Hoadley and Asst Director Cathy Hassard to discuss a personnel issue under the following **Nonpublic Session: RSA 91-A:3, II (a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Director Hoadley reported a staff member who worked in the Library for four hours on Thursday March 12, 2020 is reporting symptoms of high fever, sore throat and cough.

Staff member is being treated by physician as “Presumptive COVID-19” and is under quarantine until further notice.

The Library building was subsequently been closed for the required seventy-two (72) hours which the CDC states is the necessary time for any trace of the virus on hard surfaces to die. As such, the Director and Staff were comfortable opening today March 16, 2020 but with no direct contact with the public. The staff is following strict sanitization protocols since re-opening.

Discussion ensued regarding Library’s policy on payroll practices during forced closure. The policy states all staff scheduled to work will be paid normal hours during forced closure. Staff members will have the option not to work if they feel any endangerment to their health and well-being. However, if work hours are offered and the staff member chooses not to work, there will be no pay.

Payroll will continue “business as usual.” Time sheets will be filled in by each staff member. Should the library have to close, the Director and Asst Director can enter the building and provide the Bookkeeper with necessary documents to execute payroll and pay bills.

Trustee True motioned to leave non-public session at 1:21pm. Trustee Fournier seconded and the motion carried unanimously.

Respectfully Submitted,
Tina Owens
Sandown Library Trustee, Treasurer