



Sandown Public Library Trustees Meeting
Minutes of March 19, 2020 - FINAL
6:00 p.m.
Sandown Public Library

Call to Order: The meeting was called to order at 6:04 p.m.

Attendance: Diana True, Chair; Carol Busby, Vice-Chair; Tina Owens, Treasurer; Caroline Morse, Secretary; and Carol Fournier, Trustee. Also in attendance were: Deb Hoadley, Director who called into the meeting and Cathy Hassard, Assistant Director.

Pledge of Allegiance

Correspondence – none

Finance Report

- P&L Budget vs. Actual Spreadsheet – issues with computers and the person in charge of taking care of the computers, many related to Win10 upgrades. These are being addressed on a regular basis as well as an as-needed basis.
- Edward Jones update: Treasurer - Bookkeeper has requested a monthly copy of the financial report; the report is only generated quarterly. Tina will be sending quarterly Edward Jones statements to the bookkeeper.
- Undesignated donation: \$200 Sandown Lion Club & \$26.00 donation box = \$226.00 - Carol Busby moves to accept the undesignated donations, seconded by Carol Busby; motion passed unanimously.

Approval of Minutes

- February 13, 2020 – Diana True motioned to accept minutes as amended; Carol Fournier seconded, motion passed unanimously.

News & Views of the Director

- Statistics – Demand has increased dramatically since the shutdown, as have phone calls to the library. Books are being provided on an individual basis with reduced contact, as are crafts for children. Services for the community since the shutdown also include printing out homework for school children, and faxing documents.
- Programs & Announcements – Programs are limited due to the epidemic. Group programs are deferred until April 27; those that can be rescheduled will be, some were related to specific days/ holidays and can't be. Book discussions should resume April 27. Book clubs, story hour, meeting room use, should resume April 27. Presentations from outside vendors are deferred until CDC recommended date of May 11.
- Director's Report – attached separately. Director Hoadley will create a final director's report by the end of the month. This should include a list of outstanding items that still need to be completed. One issue concerns the exterior door on the parking lot side, which has significant holes and needs replacement. Staff is aware of budgets for summer programs and other items related to their area. New program available – Kanopy – streaming video service. Community programming – special book club – may not occur during the planned time period due to current circumstances (epidemic protocols).

Friends of the Library Report

- Next meeting: March 23 at 6:30pm – cancelled until April 27

Old Business

- 2020 Budget – town budget was approved.

- Health Insurance Rate Options – vote & approve health insurance plan for 2020; Discussion on health insurance plan, and staff will go with the town plan. Director Hoadley suggests looking at this again in October and maintaining the status quo at this point.
- Library Patron Situation update. No further information.

New Business

- Remote Meeting of Trustees By-Law addition; Examples from two different libraries of handling remote participation; recommending addition to highlighted section 5.04 the language “family or public or other emergency”.
- Change recommended to Trustee By-Laws Section VI, C & D: All trustee meetings shall be open to the public as per the requirements in NH RSA 91-A:2. A quorum shall consist of three members attending either in person or remotely (in real time) with the use of technology. This shall become the new item VI. C. Item VI. D is revoked. Effective immediately, signed version to follow next month. Diana True requested motion to accept the amendment to the by-laws; Carol Busby motions, Carol Fournier seconded.
- Unfinished Business – Checklist with/from Library Director - tabled
- Library Director Search – discussed the six candidates who have submitted resumes for the Director position. Looking at 3 candidates; 4th in reserve. Everyone has been notified and future plans will proceed based on COVID-19 restrictions. In person meetings tentatively scheduling for April 1 & 2 for the 3 main applicants.
- NHSL Annual Report – has already been sent to the state. Director Hoadley documented the process for the next person who will need to it next year.
- COVID-19 Update – Town Hall is now closed to the public. At this time, they are remaining staffed but unopen to the public. If someone is not feeling well, they are to stay home. Staff will continue to be in the building. Library staff are to be paid for hours the library was shut down Saturday and Monday. There was one staff member who did not feel well who was home all week. Library will not be open Saturday (3/21), will reopen with staff on Monday (3/23). One staff member is working from home.
- Staff question: if we are forced to close the library entirely, are staff allowed to come into the library to retrieve items related to their work? Answer: yes they can, in addition they can work remotely and keep track of their hours and activities.
- Next meeting: April 9, 6 pm.

Diana True motions to enter into non-public session; Carol Busby seconded. Motion carries unanimously.

Roll call: Diana True, Carol Busby, Tina Owens, Carol Fournier, Caroline Morse.

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.

A motion was made to leave nonpublic session at 8:54. Carol Busby seconded, motion carried unanimously.

Adjournment: Carol Busby moved to adjourn the meeting at 8:55 pm. Seconded by Carol Fournier, motion carried unanimously.

Respectfully Submitted,

Caroline Morse, Secretary
Sandown Public Library Trustees