



Sandown Public Library Trustees Meeting
Agenda for June 25, 2020
7:00 p.m.
Remote Meeting
Sandown Public Library

Due to Covid-19, this will be a virtual meeting using Zoom. To join the meeting, please use the following log-in instructions: Join Zoom Meeting

<https://us02web.zoom.us/j/81447819503?pwd=MkRBdGU0VW1MQThtWXJDQTNCWDRHdz09>

Meeting ID: 814 4781 9503

Password: 807312

One tap mobile

+16465588656

If anyone has a problem, please email Chassard@sandownlibrary.us

Please note that **all votes** that are taken during this meeting shall be done by roll call vote.

Call to Order at 7:05 pm. Meeting called to order by Diana True.

Reading of Special Virtual Meeting Protocol

Attendance - Roll Call Diana True, Caroline Morse, Carol Busby, Tina Owens, Carol Fournier, Assistant Director Cathy Hassard and Library Director Adam Shlager.

Pledge of Allegiance

Special Items for Discussion:

COVID-19 Updates/Concerns Document was sent out and provided to selectman liaison to answer questions about how library was operating during the pandemic closure. Document will be sent to Lynne to be provided to selectmen board. Adding a couple of bullet points to the existing document.

Reopening Phase of Library - beginning on June 29, bookings are being made by appointment. Masks required.

Number of people in the library (not counting staff) is limited to a total of 7. Reservation is good for one hour.

The attorney from the NH Municipal Assoc said requiring masks was legally allowed.

Phased opening plan dated April 30, 2020 stated masks were required for patrons and staff.

Mask requirement is posted on the door and posted all around the library.

PDF document of opening plans will be posted on library website.

Safety measures: Start in foyer with hand sanitizer and masks, put books in book drop before entering. Stacks are open; there are places to put books if they touch them. Instructions are posted. Staff will explain procedure to patrons as they enter, along with written instructions posted. Discouraging use of gloves. They can go into the stacks

To keep staff safe: Plexiglass in front of desk and in children's room. Handwashing, masks, distancing.

Books quarantined for 3 days. Realm took commonly used library materials, exposed it to the virus, checked after various time spans for results. Findings were that after 3 days, virus particles are nonexistent; any particles remaining are not viable.

Staff and library director are OK with opening up on June 29.

Computer time - Saran wrap on the keyboards or wipe down the keyboard.

Technically library is closed except by appointment. Schedule is 9 a.m.-6 p.m.; door is locked except to admit appointment holders. No Saturdays yet. No meetings permitted yet due to insufficient social distancing. Phasing in plan should mention that meeting space is not yet available. Plan says all programs are virtual. Phase 4 states "No meeting room reservations at this time."

Summer reading - first session ends this week, one week until the next session starts.

Next Regular Business Meeting

- Thursday, July 9 @ 7 pm via Zoom

Adjournment Carol Busby moved to adjourn at 7:51. Seconded by Carol Fournier. Agreed by Tina Owens, Diana True, Caroline Morse

**Respectfully submitted,
Caroline Morse
Secretary**