

**Baker Free Library Emergency Trustees' Meeting
Monday March 16, 2020 through Email**

FINAL MINUTES

PRESENT: Benette Pizzimenti (BP), Marc Van De Water (MV), Jennifer Warburton (JW), Eric Anderson (EA), Donna Deos (DD), and Director Martin Walters.

At approximately 10:51am on the morning of Monday, March 16, 2020 Martin returned from an emergency department head meeting with the Town of Bow and emailed the trustees that the town was moving quickly to limit possible spread of coronavirus by closing doors to public access. The fire chief and town facility director both insisted that doors should be closed to limit COVID-19 infections. A follow-up meeting was planned for 2pm on the afternoon of the same day for follow-up reports from all departments. Martin also reported to the trustees that the library was being inundated with calls from the public and the elementary school principal to learn the plans for the library.

At approximately 11:00am MV replied to Martin and all trustees that he supported closing the library.

At approximately 11:08am JW replied to all that she viewed this situation as exigent circumstances and also supported closing the library and holding this emergency vote through email or conference call.

At approximately 11:11am MW replied to all that he supported holding the vote through email and that he voted in favor of closing. At approximately 11:25am MV supplemented his statement to include that the library close at 8pm that night, the night of Monday, 3/16.

At approximately 11:30am BP replied to all that she voted in favor of closing the library.

At approximately 12:02pm DD replied to all also voting in favor of closing the library.

At approximately 12:09pm EA replied to all agreeing in concept to the closure of the library but only after a properly noticed meeting at which additional issues could be considered such as the role for the library as a designated emergency shelter.

At approximately 12:42pm, MV was by then presumed indisposed with a medical issue and JW replied all and restated the motion by MV, affirming that my earlier email was a second of MV's motion, which was to close the library to the public by 8pm tonight, bypassing the meeting requirements in light of the governor's declaration of the state of emergency. JW's message also noted her observed votes for the motion, noting BP, MV, JW, and DD voting in favor of closure with no other stated votes.

No additional emails were received so at approximately 12:51pm, JW sent a new email to all trustees and to the director, stating that because MV was indisposed with a medical procedure, and since the Board had designated that the secretary run the proceedings when the president is absent, that JW, as secretary, declared the motion as passed and that the library would close at 8pm that night and noted that a properly noticed meeting could be called to address details or argue to change the emergency vote taken through email.

There were no additional emails. Baker Free Library was closed to the public at 8pm the night of Monday, March 16, 2020.

Submitted by,
Jennifer Warburton