

**Baker Free Library Monthly Trustees' Meeting
Thursday April 9, 2020 via Zoom**

FINAL MINUTES

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

1. **Meeting called to order at 5:08 pm** by MV and being held remotely via Zoom by authority of Emergency Order #12 Pursuant to Executive Order 2020-04 Temporary modification of public access to meetings under RSA 91-A. Public access was provided by advertising the process to access the remote meeting.

2. **Review/Approve Previous Minutes**

Reviewing 3-11-20 draft minutes.

Page 1 Director's Report, correct "Bill" to "Phil"

EA moved to approve minutes as corrected, BP seconded and minutes approved by unanimous vote.

Reviewing 3-16-20 draft minutes.

EA moved to approve minutes as present, BP seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) March 2020 General Account Report

EA moved to accept the March 2020 General Account Report as presented; BP seconded and report approved by unanimous vote.

b) March 2020 RSA & Special Expenditures Report

MV reviewed RSA and Special Expenditures Reports. Passport processing has dropped and will remain down throughout closure.

EA moved to approve the March 2020 Special Expenditures Account report and the RSA Account report as presented; BP seconded and motion passed by unanimous vote.

4. **Director Report**

a) March 2020 Stats Summary

Library closed halfway through the month. The closure is noted on the stats.

b) COVID-19 Closure Update

The library closed at 8pm on Monday, March 16 at 8pm.

Martin has attended a lot of emergency meetings with town. He is also attending remotely-hosted meetings hosted by Lori at the state library open to all NH library directors.

The library has implemented a short-term, online library card to give the public access to the digital collection.

Martin has worked to implement remote work that still covers the needs of the library and public. The phones have been forwarded to a home number and the phone hours have been changed to a staff work schedule so that the public can still call and be helped by the library. Outside of the phone hours the calls go to voicemail and then called back. The work of updating social media and also the new project of updating the website platform is being done remotely. Program planning and preparation as well as collection curation is also being done completely remotely. Library staff is also processing the new temporary library card requests to provide the public with access to the digital collection.

During the library closure, the lower level has been hosting the daycare for first responders. One of the student staff has chosen to switch her hours to helping with the daycare service.

There are still a few staff that come in to keep an eye on the building and perform work while respecting the social distancing goals. There is some organizing in rooms as well as director work as well as custodian services continue to happen so that the library building and resources continue to be protected.

Any incoming deliveries to the library are following best-practice quarantining in a separate room for three days.

The book drop is closed. All loans have been extended and no fines are accruing.

A major concern and difficult challenge is to develop an accurate, appropriate, and safe reopening process. There are approximately 5000 items out with possible quarantine needs. Martin and the staff are working on the plan, considering all options including a staggered opening.

5. **Old Business**

a) Generator Grant

R&T quote has been received and is going to Lee Kimball for the 50-50 grant review. Martin is going to check the quote with Lee because it came back higher than the estimated cost of \$33,000.

b) HVAC

Martin will distribute the quote for the HVAC work when he receives it. The replacement work will not be done during shut down.

- c) Outside Space Resign and Logo Work
These projects are moving slowly due to the COVID shut down.

6. **New Business**

- a) Officers
 - i. MV as President
 - ii. JW as Secretary
 - iii. EA as Treasurer
 - iv. BP motion to accept slate of officers as proposed; DD seconded. Passed by unanimous vote.
- b) Martin will coordinate with EA to get bank paperwork to EA for signing.
- c) MV following up with attorney to get requested insurance policies.

7. **Public Comment** None

8. **Adjourn**

BP motion to adjourn the meeting; EA seconded.
The meeting was adjourned at 6:01 PM.

Submitted by,
Jennifer Warburton