

**Baker Free Library Trustees' Meeting
Wednesday, May 13, 2020 via Zoom**

FINAL MINUTES

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

1. **Meeting called to order at 5:16 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.

2. **Review/Approve Previous Minutes**

Reviewing 4-9-20 draft minutes.

Add DD as present at the meeting. Adjust the number of items out to 5000.

EA moved to approve 4/9/20 minutes as corrected, DD seconded and minutes approved by unanimous vote.

Reviewing 4-29-20 draft minutes.

EA moved to approve 4-29-20 draft minutes as presented, DD seconded and minutes approved by unanimous vote, with BP abstaining.

3. **Treasurer's Report:**

- a) April 2020 General Account Report

Fiscal year expenditures are at about 75% of the annual budget which is where it should be now. Half of the HVAC payment has been paid and is represented in the April report. Negative dollar amounts in the report represent quarterly reimbursement. Postage expenditures were high because awaiting reimbursement.

JW moved to approve the April 2020 General Account Report as presented; DD seconded and report approved by unanimous vote.

- b) April 2020 RSA & Special Expenditures Report

Minimal activity in this monthly report due to the COVID-19 closure.

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

4. **Director Report**

- a) April 2020 Stats Summary

Library closed to the public and had stopped circulating physical materials for the entire month of April, and this closure has impacted the statistics for the month. Electronic circulations had a significant increase in usage.

- b) COVID-19 Closure Update

The Bow town offices have stopped their mail quarantine. The circulation desk plexiglass shield is scheduled to be installed on Friday, May 15. The town has kindly

committed to provide the necessary PPE and disinfectant to the library. Martin will check whether the library qualifies for free face masks from the state that are being distributed through the DMV.

There has been an increase in emails to the library with inquiries regarding a re-opening date.

c) DRAFT of Re-Opening Stages

Phase 1 - Approximately May 15

- Open book drop.
- Rearrange interior seating for social distancing.
- Begin developing plan for curbside service procedures, check in and check out procedures, plan for disinfecting.
- Waiting for guidance and recommendation from OCLC.
- Martin ordering paper bags to assist with potential curbside needs in future phases. Consideration given to ramping up with printed labels if a longer-term curbside service becomes necessary.
- Creating outdoor space by setting up a canopy with outdoor seating. MV to loan 2 canopies for library use.
- Carpet cleaning still on track for Memorial weekend, limited to upstairs only because child care still in lower level.
- Phone service still to be handled remotely.
- Focus on cleaning, shelving received items.
- Begin working on developing Phase 2.
- Question of masks or no masks and how to handle protecting vulnerable population while avoiding confrontation.
- Message going out for item return times.

d) Generator Update

Martin received email from Chris Andrews stating that Chris and Tim recommend installing a diesel generator rather than a natural gas generator. They encourage the board to install a 100% diesel generator because of the high repair costs of natural gas generators.

e) Landscaping

Green Horizons were given the go-ahead to move to the next stage of the process. Dejon Landscaping came and met with Martin and they were willing to sketch up some ideas for the outside space.

5. **Other Business**- BP announced some possible plans for her future.

6. **Adjourn**

MV motion to adjourn the meeting at 6:36pm

Submitted by,
Jennifer Warburton