

**Baker Free Library Trustees' Meeting  
Wednesday, June 10, 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 5-13-20 draft minutes.

EA moved to approve 5/13/20 minutes as presented, DD seconded and minutes approved by unanimous vote with BP abstaining.

3. **Treasurer's Report:**

a) May 2020 General Account Report

Fiscal year expenditures are at about 81% of the annual budget which is where it should be now. Books under-expended currently because of changes in ordering due to COVID closures. Another \$23,000 payment will be paid when HVAC work is completed.

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

b) May 2020 RSA & Special Expenditures Report

Minimal activity again this monthly report due to the COVID-19 closure. Received donation of \$100 and left account with balance of \$14,778.65.

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

4. **Director Report**

a) May 2020 Stats Summary

Library closed to the public in March and again did not circulate any physical materials for the entire month of May, and this continues to impact the statistics for the month. Electronic circulations continue to see increases in usage. If looking at a year-to-year comparison between Kanopy and RBDigital, please note that the Kanopy number from 2019 is because it was a new service in 2019 and Martin stated that new services see a spike in usage as Kanopy did in May 2019. Regarding social media for the library, social media views are still high but social media retweets and sharing-type actions are down which Martin suspects is because of general social media overload while people are home during shutdowns related to COVID. Martin also noted the remote phone service which began on March 20. The remote phone service received 114 calls.

## b) Re-Opening Stages - Preparing to Move to Phase 2

- Tentative Phase 2 launch between June 17 and June 22, as soon as the library is prepared.
- Town manager has looked over the plan and supports the plan and informed Martin that the library does have the authority to require masks if the library chooses to do so.
- Phase 2 Plan
  - Opening library for controlled one-way movement from front doors to circulation desk and back out other side of front doors. Martin has borrowed stanchions from town that will be used to direct the flow of people in and back out of the building. The stanchions will have signage to mark appropriate social distancing waiting spots.
  - Patrons can pick up reserved books.
  - Depending on the volume of people in line waiting to be served, patrons can make a request for books and library staff will go get those books for the patrons.
  - The goal is to keep the activity at the front desk.
  - Library will also begin looking to restart passport appointments that will also be able to be handled to the side of the front desk.
  - Library will also begin investigating the feasibility of allowing a patron to step through to use the public computers.
  - Circulation desk is 45' from the front doors so as appropriate spacing, 7 patrons can be in line and inside the building.
  - All book returns will continue to be made in the outside book drop and from there library staff will move them to the upper meeting room for 72 hour quarantine. It is the informal consensus from library directors in NH to quarantine the books rather than using any type of cleaners on the books.
  - Library staff is considering making an instructional video of how the flow will go during Phase 2 to help inform patrons of what to expect.
  - Signage will request that masks be worn once entering the building. Signs will inform them that if they don't have a mask of their own they can signal to the front desk for a mask.
  - Remote phones will be rerouted back to the building.
  - Estimated that for the first 2-4 weeks there will need to be two library staff at the front desk instead of the usual one staff member.

## c) Summer Reading Program

Phase 3 of re-opening will include a hybrid summer reading program that includes remote and limited on-site programs. On-site programs will be limited to fewer children and one caregiver adult with multiple sessions run to accommodate as many children as possible while keeping each session small. On-site sessions will be outside under temporary canopies or lower level open area. Juliana will communicate to families during registration of the expectations and conditions.

Families can come and pick up Summer Reading Kit so that the entire program can be completed remotely. Each kit contains one week's worth of reading activities and reading log.

d) Generator Update

Tim Sweeney with Bow Public Works has committed to Martin that Public Works agrees to keep the generator fueled if the library installs a diesel generator rather than a natural gas generator. Lee is still working on the grant because the state has put a hold on all of these grant applications during COVID. Once the diesel generator quote comes back and the library trustees vote to approve the funds for that quote, Lee needs a copy of those minutes for the grant process.

e) HVAC Update

The HVAC replacement work started on June 8 and seems to be going smoothly. The work is expected to take 5 to 7 work days. It would be helpful for them to have an exterior hose bib on the same side of the building as the condenser units and they will check what additional cost that may be to install that.

f) MCSB Bank Documents

Merrimack County Savings Bank has requested the trustees submit new paperwork that contains no additional notations on the signature cards. Martin is distributing that paperwork. MCSB also requested a copy of the minutes formally adding and removing the necessary parties.

MV moved to remove David Withers and Lori Fisher from the three MCSB library accounts ending with \*2355, \*4123, and \*4425 and to add to the same three accounts Eric Anderson and Martin Walters. Seconded by BP and passed with unanimous vote.

5. **Non Public Session**

MV Motion to enter non public session at 6:27pm, seconded by JW.

a) Roll call vote to enter non public session

- i. BP: Yes
- ii. MV: Yes
- iii. JW: Yes
- iv. EA: Yes
- v. DD: Yes

b) Pursuant to statutory reasons of:

\_\_\_ (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 meeting and (2) requests that the meeting be open, in which case the request shall be granted.

\_\_\_ (b) The hiring of any person as a public employee.

X (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person

requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

— (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

c) **Motion to leave non-public session** and return to public session by MV, seconded by BP. Passed by unanimous vote.

**Public session reconvened** at 6:37 PM

6. **New Business**

July Meeting to be held and moved to Thursday, July 9.

7. **Public Comment** - None

8. **Adjourn**

MV motion to adjourn the meeting at 6:40pm

Submitted by,  
Jennifer Warburton