

Barrington Public Library  
Board of Library Trustees Meeting July 21, 2020  
draft meeting Minutes

Lindsey Maziarz, as Chair of the Barrington Public Library Trustees, declared that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, the Trustees as a public body are authorized to meet electronically. Trustees in attendance, Library Director, and Assistant Director, Select Board Representative, and three guests participated remotely through zoom, and all motions were voted on by a roll call vote.

**Present:** Trustees: Lindsey Maziarz, Leigh Elliott, Susan Frankel, Karolina Bodner, Karen Towne, Robert Drew. George Bailey (Select Board Representative), Melissa Huette (Library Director), Wendy Rowe (Assistant Library Director), and guests Roger Gingrich and Marie Harris, and Susan Gaudiello, BPL Foundation.

The meeting was called to order at 6:00 pm

The public meeting minutes from the 6/16/20 were approved, by a motion from Lindsey, seconded by Susan, and passed on a roll call vote.

**Donations** of \$100 were accepted in a motion by Susan, seconded by Karen, and passed by a roll call vote.

**Treasurer's Report:** Susan presented the report that had been sent out by email for review. This included a check for membership to the NHLibrary Trustees Assoc. The report was accepted by a motion made by Lindsey, seconded by Lydia and passed by a roll call vote.

No Public Comment

**Friends' Report:** Lydia discussed the Chrysanthemum fundraiser planned for fall. The Cafasso family donated a new flag, and a donated patio set is now by the entrance.

**Project Update:** Lindsey reported about the meeting with Conner MacIver (Town Manager), Tracy Hardekopf, (Select Board Chair), Melissa and Roger. The discussion centered on the socioeconomic impact of the COVID19 pandemic on the Town of Barrington and its impact on various department budgets and special projects. It was noted that the Library Foundation is reviewing various possible options going forward with a new library considering the current realities.

Plans for new library:

The socioeconomic impacts of COVID19 on the town of Barrington and residents was discussed, as well as the impact on libraries around NH. There was continued discussion about design for a smaller library, space needs of staff and possible future state guidelines due to the pandemic. There was discussion on the need to keep donors and the public informed about new building plans, as well as to receive more public input.

George Bailey suggested researching the process of setting money aside in a Capitol Reserve Fund which would have no impact on taxes.

Lindsey made a motion to postpone bringing forward a warrant article for a new library until

the 2021 March election, seconded by Susan, and passed by roll call vote.

**Director's Report:** Phase 3 with curbside pick up has been going smoothly, while staff has continued to work on changes to interior space to make way for possible Phase 4 reopening based on state and NHLTA guidelines and legal review.

Lindsey made a motion to approve Phase 3 plans with amendments regarding bathrooms subject to legal review, seconded by Susan and passed by a roll call vote.

The contract with Waste Management for dumpster shared with Recreation Dept will be reviewed annually.

Travel Policy Conversation: The town policy suggests that if staff or family member has traveled to a COVID19 hot spot, they self quarantine and work from home when possible. Susan suggested that this be addressed in the Phase 4 reopening policy.

Budget: The operating budget will be the same with \$10,000 less in maintenance as the new door has been installed. A meeting with trustees will be called for further budget discussion.

Job Posting for Tech position by July 24: Interviews to be conducted by Melissa and Wendy. Final salary and job description will be based on qualifications of the person hired.

#### **Old Business:**

Susan will send out a request to update trustee contact information for NHLTA .

Policy Update:

Karen made a motion to approve addendum to Sick Policy for COVID19, seconded by Lindsey, and passed by a roll call vote.

Lindsey made a motion to approve updated BPL Bylaws, seconded by Karen, and passed by a roll call vote.

Work will continue on an emergency plan to include pandemic guidelines.

A trustee meeting will be called for Melissa's annual review.

#### **New Business:**

Trustee attendance at Select Board Meetings

July 27<sup>th</sup> Lindsey and Karen    Aug 10 Leigh and Lindsey

Susan made a motion to adjourn at 8:30, seconded by Lindsey, and passed by a roll call vote.

**Next Meeting August 18, 2020 6 pm**

notes taken by secretary Karolina Bodner