

Barrington Public Library  
Board of Library Trustees Meeting 19 May 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, Library Assistant Director, select board representative, and two guests participated remotely through zoom, and all motions voted on by a roll call vote.

**Present:** Trustees Lindsey Maziarz, Lydia Cupp, Leigh Elliot, Susan Frankel, Karolina Bodner, Karen Towne arrived at 6:00. Robert Drew was absent. George Bailey (Select Board representative attended until 7:15), Melissa Huette (Library Director), Wendy Rowe (Library Assistant Director), and guests Marie Harris and Roger Gingrich from the BPL Foundation.

The meeting was called to order at 6:01.

**Public meeting minutes from 4/21/2020** were approved in a motion by Susan, seconded by Karen, and passed by a roll call vote.

**Donations of \$92** were accepted in a motion by Susan, seconded by Lydia, and passed by a roll call vote.

**Treasurer's report:** Susan presented the reports that had been sent out by email for review. Future report will include 2020 membership dues payments to the NHLTA. Lindsey made a motion to accept the treasurer's reports, Lydia seconded, and the motion passed by a roll call vote.

**Public comments:** George Bailey, Select Board representative, stated that the SB will look into a parking solution for trail entries. Many more people have been using trails, especially on Route 4. Some restaurants will be opening with outdoor seating according to state guidelines. If a member of the public would like to attend trustee zoom meetings, they should contact Conner MacIver at Town Hall. Roger gave a medical update on volunteer Trudi Googins.

**Friends report:** Lydia announced that the Friends had decided to cancel the annual June plant sale fundraiser due to Covid 19 logistics difficulties. Lydia offered a one day private sale by donation of plants given by the Durham Master Gardeners.

**Foundation Update:**

Lindsey reported on hour long meeting with SMP architect Jason about developing a new library project plan. He will make a zoom presentation with Q & A in June, date to be announced after a doodle poll, to library staff, trustees and foundation members. Roger and Marie discussed the logistics of dealing with library building project donations and grants in light of a revised plan. The \$1000 grant for author presentation by Marilyn Johnson was returned due to cancellation of event, but she is still interested in doing a presentation.

The Recreation Dept is developing plans for an addition. Communication between Library and Rec Dept is recommended with plans as we share a building and utilities.

**Director's Report:** Melissa is pleased to announce that **First Seacoast Bank** has once again **granted \$1600 for Miss Wendy's summer reading program, Imagine Your Story**, which will be virtual.

**\*Reopening Plan:** Melissa continuously monitors the Governor's reports on State of Emergency, various reopening plans from the NH Lib Assoc and libraries similar to our size as she works on our library reopening plans with staff input. Trustees are encouraged to participate more in developing this complicated process. Architect Jason has advised that the new ADA entrance should go forward as it can be refitted, should that be necessary in the future. The staff is anxious to begin Phase One working in the building, doing the required cleaning, reorganizing of spaces to provide safe spaces for staff and the disinfecting of returned books, and preparations for curbside opening.

\*Miss Wendy is planning to start the summer reading program on July 5<sup>th</sup> for 5 age groups, and will include community oriented activities such as kindness rocks.

**\*Susan made a motion, seconded by Lindsey, and passed by a roll call vote.**

***“Beginning May 25, staff can begin working in the library building on Phase One. Director will set up a team schedule, each team having either director or assistant director. Trustees will have a meeting in 2 weeks on June 4<sup>th</sup> dedicated to assessing how process is working, and to discuss input from state library reopening task force.”***

#### **New Business: Staff Appreciation**

**Lindsey made a motion, seconded by Lydia and passed by a roll call vote**

***“The trustees will dedicate \$150 for a staff meal to be organized by director.”***

#### **Old Business:**

>Trustees are asked to **read Investment Policy** and send edits to [immtrustee@gmail.com](mailto:immtrustee@gmail.com). The Policy will be approved at June's meeting.

>Susan & Lydia will review **Trustee Bylaws**, send edits to Trustees for review at the June meeting, and to be voted on at July trustee meeting.

>Lindsey & Susan will review and update the BPL Emergency Policy and consider adding a Pandemic Policy for consideration at the July or August trustee meeting. Trustees will also ask for staff input with these policies.

Updating of **BPL Emergency Policy** and a possible **Pandemic Policy** will be considered in July or August when more information will be available. Staff would appreciate trustee input with these policies.

Karen made a motion to adjourn, seconded by Susan, at 8:27, and the motion was passed by a roll call vote.

Notes taken by Karolina Bodner, Secretary

**\*\*\*Special Meeting June 4<sup>th</sup> to review reopening plans  
NEXT scheduled Trustee MEETING June 16, 2020 6pm**

**2020-May 19-Trustee Minutes-draft.doc**