



Sandown Public Library Trustees Meeting
Special Meeting COVID-19 Minutes-APPROVED
March 16, 2020

Call to Order

This Special Meeting of the Trustees was called to order at 12:06pm

Attendance:

Trustees: Diana True, Chair; Carol Busby, Vice-Chair; Tina Owens, Treasurer; Caroline Morse, Secretary; and Carol Fournier, Trustee via phone. Also in attendance were: Bob Nickerson, Selectmen Liaison; Deb Hoadley, Director; and Cathy Hassard, Asst. Director.

Pledge of Allegiance

Trustee True lead the attendees in the Pledge of Allegiance

COVID-19 Pandemic and Trustee Meetings

- Director Hoadley reviewed remote attendance practices and guidelines for Trustee meetings; remote call-ins must be part of a by-law provision however, during COVID-19 pandemic we can move forward as needed but eventually we will need a by-law change.
- Any public meeting notices preferably should be posted within 24 hours.
- In emergencies, meetings can be posted within one (1) hour of meeting.

TOWN DEPARTMENT HEAD MEETING

Town Administrator Lynne Blaisdell hosted a Town Department Head meeting on the morning of Monday, March 16, 2020 which the Library Director and Asst. Director attended. A report and update were provided to the Trustees.

- All Town sponsored programs are postponed until early April. This could be extended to a later date depending on how the pandemic progresses.
- The Town is getting its directives from the CDC, but the states have discretion on what and how to implement.
- Blaisdell advised all department heads keep a log of all activities related to Covid-19.
 - A form was distributed to track things like payroll, invoices for cleaning supplies, staff time to plan and change plans around COVID-19 restrictions.
 - Director Hoadley reviewed all the documents with the Trustees.
 - All Town Building activities are cancelled through March 28, 2020.
 - All outside activities can continue as scheduled.
- The Board of Selectmen (BOS) met to delegate tasks as follows:
 - All personnel issues to be handled by Town Administrator Blaisdell.
 - All suspected COVID-19 cases among Town employees to be reported to Blaisdell.
 - Finance Director is “business as usual.”
 - Communications
 - Selectmen Goldman is in charge of all Public Relations and official announcements from the Town regarding pandemic. These will be posted to the Town’s webpage.

- Library Trustees will choose what to communicate about the Library and services.
- Library Trustees will not speak on behalf of the Town nor will the Town speak on behalf of the Library without direction from the Trustees or Library Director.
- Director Hoadley will meet with Selectmen Goldman to review our plan.

PROTOCOL for the SANDOWN PUBLIC LIBRARY during COVID-19

BUILDING

- The library will be closed to the public through March 28, 2020 with a plan to reopen on Monday March 31, 2020, if possible.
- April 27th is the earliest date to restart public programs but that could get extended to May 2020. Trustee Busby motioned to restart public programs on April 27, 2020 or 6 weeks from March 16, 2020; Trustee True seconded and the motion carried.
- The CDC has confirmed the virus does not live on surfaces after 72 hours.
- The Library will remain open Monday-Thursday 9am to 8pm provided we have the required staff coverage. If we do not have the required staff coverage then our library hours will change. The Director will post any changes in hours on our webpage and Facebook page.

LIBRARY STAFF

- Director Hoadley is requesting the staff work normal hours.
- The Library will close on Saturdays for the foreseeable future.
- We will offer curbside service to our patrons fulfilling phone-in requests for books, book reserves using our online catalog, Interlibrary Loan (ILL) requests which the NH State Library will still fulfill. Orders will be placed in bags on the Library's front porch for pick up.
- Director Hoadley and the staff will follow strict sanitation protocols for all materials either being checked out or returned.
- We will offer temporary library card services to enable citizens to access our online/electronic resources services remotely at our website.
- The Youth Services team has already started planning virtual story hours using streaming services (e.g. YouTube channel) and daily crafts posted on our Facebook Page.
- Tournament of Books will continue and be managed by staff member Sue Kehoe.
- The staff will create a Library FAQ document to post on our webpage during the pandemic listing as many details about continued services, streaming services and resources available for remote access.
- Kindles will still circulate and can be easily sanitized.
- We will change our voicemail greeting to reflect operational changes during COVID-19.

Non Public Session

Trustee True motioned to enter into non-public session at 1:44pm under the provision of RSA 91-A:3, II (a); Trustee Busby seconded and the motion carried unanimously.

Trustee True motioned to leave nonpublic session at 1:21pm. Trustee Fournier seconded and the motion carried unanimously.

Trustee Fournier motioned to adjourn at 1:44pm. Trustee Owens seconded and the motion carried unanimously.

Respectfully Submitted,
Tina Owens | Sandown Library Trustee, Treasurer