

Sandown Public Library Trustees Meeting
Special Meeting COVID-19 Minutes - APPROVED
April 30, 2020 at 7:30 PM

This is a special meeting of the Board of Library Trustees and they will be meeting electronically pursuant to the Governor's Emergency Order #12. Please note there is no physical location.

We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate this meeting using the following website address: <https://us02web.zoom.us/j/87230978119?pwd=VTFqaEtCMjV1VUYxclU4RGUwRG11Zz09>

If anyone has a problem, please email at director@sandownlibrary.us

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Call to Order - meeting called to order at 7:32 pm

Reading of special virtual meeting protocol by Diana True

Attendance – Roll call: Director Deborah Hoadley, Carol Fournier, Carol Busby, Diana True, Tina Owens, Cathy Hassard, Caroline Morse, Bob Nickerson (by phone)

Pledge of Allegiance

Special Items for Discussion:

1. Pandemic Policy - Tina Owens motioned to approve, Carol Busby seconded. Roll call vote: Diana True, Carol Fournier, Caroline Morse, Tina Owens, Carol Busby all in favor.
2. Pandemic Task Force to strategize reopening. Director Hoadley discussed plans and specifications regarding reopening, referencing document Library Reopening Plan. Discussion involves planning not only for initial reopening and levels of reopening, but for reinstating previous levels if necessary. Carol Fournier motions to approve the library reopening plan; Carol Busby seconds. Diana True, Carol Fournier, Carol Busby, Tina Owens, Caroline Morse all in favor
3. Purchasing of supplies for eventual reopening - Lines on the floor for movement & distancing, purchase of Plexiglas barriers. Supplies purchased for reopening - 6 or 8 individual hand sanitizer pumps with refills, gloves, radar thermometer, and masks. Staff members have their own masks, but replacements for staff are available as well as masks for patrons. Wipes are already available. COVID related expenses will be billed to FEMA but the amount of reimbursement is unknown.
4. Cost savings due to "stay at home" orders; e.g., closure of Saturday hours; no new purchases or books; videos, magazines; not paying custodian (exact amounts). Library has been closed for all of March and all of April, custodian has not been

working. Custodian may be needed more frequently when library is opened. Utilities and some consumable supplies will show savings. Cost changes will be detailed in reports. Staff are keeping logs of how they are utilizing their time while working from home. Some details were offered for preparation of summer reading program; online programs are being promoted; electronic resource usage details are contained in regular monthly metrics documentation.

5. Discussion of reduction of hours of operation - The library will remain closed for Saturday and evening hours during the reopening. Further changes to the hours will be determined as circumstances dictate.
6. Discussion of employment options due to COVID-19 - At this point there is no reason to furlough or lay off anyone. As we move into the various phases of opening, there may be some staff who have issues returning to a more public work environment due to health and/or child care issues. Dept. of Labor FFCRA ACT is effective 04/01/2020 through 12/31/2020.
7. Discussion regarding 2020 budget appropriation - on schedule for the first quarter of the year.
8. Director's departure date - Director Hoadley is going to be starting a new position on June 15th. She has vacation time available; her last day will be extended to June 11.

Nonpublic Session: RSA 91-A:3, II (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 public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Next Regular Business Meeting

- Thursday, May 14 @ 6:00 p.m.

Adjournment: Public meeting was adjourned at 9:07 PM. Motion to go into non-public made by Tina Owens, Carol Fournier seconded. Diana True, Carol Fournier, Tina Owens, Caroline Morse all in favor.

9:50 PM - Motion to adjourn was made by Carol Fournier, seconded by Tina Owens. Diana True, Carol Fournier, Tina Owens, Caroline Morse all in favor.