



Sandown Public Library Trustees Special Meeting
Special Meeting COVID-10 Minutes
May 28, 2020 at 7:00 p.m.

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/87011996577?pwd=anIweDN6cDdXTHRmMHdWMW4xWW9mUT09>

Meeting ID: 870 1199 6577

Password: 272449

+1 646 558 8656

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 7:00 p.m.

Reading of special virtual meeting protocol.

Attendance – Roll call: Trustees Diana True, Carol Busby, Tina Owens, Caroline Morse, Carol Fournier, Library Director Deb Hoadley, Assistant Director Cathy Hassard. In absentia: Bob Nickerson.

Pledge of Allegiance

Special Items for Discussion:

COVID-19 Update –

- As of tonight, the Stay at Home order will remain in effect for at least two more weeks. Reopening task force released their document with guidelines, questions, and recommendations for reopening. This is presenting a framework for recommended opening procedures.
- Book drop is open, and books are being wiped down when returned.
- Every library will be getting a free gallon of disinfectant liquid & 2 dispensers from Steadfast Distillery.
- State Library received an online library reading program through READSquared that will be accessible to our patrons.
- The library has received a \$6,000 grant from the NH Humanities CARES Act Grant Fund. This will be used for technology advancements & upgrades.
- The library has received a \$300 grant for a performer. It is unknown whether the performer will be able to do a virtual or outdoor performance, but the funds are available until Dec. 31, 2020.
- Library has received grants to use for special programs for the community, but that money is not to be used toward regular operational costs.
- Library continued ordering and receiving books & materials during the pandemic. There is also a spreadsheet of books & supplies purchased with the grant.

Reopening Phases of the Library

- Staff has been working in the building for 2 weeks and have been working their regular number of hours. At any point there are two staff members in the building or can call on a staff member to fill in if necessary.
- Hourly staff have not been getting paid for the days that the library is closed (Saturdays).
- Each staff member lost 6 hours of pay per month, and the pages lost 12 hours of pay per month, even while remaining employed. Custodian did not work for 6 or 7 weeks.
- Hours: 9 to 6 Monday through Thursday. Front porch pickup begins Monday, June 1 and will be available 9 to 6 M-Th. Evening hours will be revisited. Book drop is open. June 1st is the next “due date” for previously borrowed materials.
- Fines will not begin accruing until further notice. Books from other co-op libraries will need to be picked up and returned to the home library.
- Atkinson & Sandown are disinfecting books and materials and holding them for 72 hours before releasing to the next person. Plaistow is quarantining books for 5 days without contact.
- Summer Reading Program will start with take-and-go activities over 3 separate weeks.
- Direct Mailing is being prepared, and will include information on available library programs and summer reading program.

Next Regular Business Meeting

- Thursday, June 11 @ 7:00 p.m.

Adjournment: Carol Busby moved to adjourn the meeting at 8:26 p.m. Carol Fournier seconded.

Respectfully submitted,
Caroline Morse, Sandown Library Trustee, Secretary