



Board of Library Trustees Meeting Minutes Special Meeting on Tuesday, September 1, 2020 6:00pm

This meeting was held online via "Zoom" pursuant to NH Executive Order 2020-04, Section 8 and NH Emergency Order #12, Section 3.

1. **Call to Order** – 6:10PM Opening Statement and Roll Call

The following statement was shared by Kathy Parenti: "Good Evening, in coordination with the Board of the Library Trustees, I am declaring that an emergency exists and we are invoking the provisions of NH RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with that determination, we also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, we also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Board members should silence, turn off and/or set aside their cell phones since any texting by them during this meeting may be subject to the Right-to-Know law. We ask that no one uses the "chat" feature of Zoom Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. This meeting is being recorded for placement on the Town website. Please note that all votes that are taken during this meeting must be done by Roll Call vote.

Lynn Coakley: **present** Janet Hromjak: **present** Kathryn Parenti: **present**
John Yule: **present** Betsy Solon, Director: **present** Tracy Quirk-Berube: **present**

2. **Reopening Plan**

Betsy reported on the status of preparing for appointments and the need for setting aside special hours for those who are elderly or medically vulnerable. She recommended designating the first appointment on Tuesdays as special service hours. Janet read aloud the proposed reopening plan (see attached). Discussion.

Lynn Coakley motioned to accept the reopening plan as presented by Janet and amended after discussion to begin on September 10, 2020. John Yule seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Kathryn Parenti: **Aye**
Tracey Berube: **Yes** John Yule: **Yes**

3. **Close Meeting**

Janet Hromjak motioned to adjourn the meeting at 6:30PM. Lynn Coakley seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Kathryn Parenti: **Aye**
Tracey Berube: **Aye** John Yule: **Aye**

Respectfully Submitted by Betsy Solon, Acting Secretary

Wadleigh Memorial Library Reopening Plan

- Re-opening planned for September 10, 2020 by appointment ONLY
- Days open: Tuesdays and Thursdays mornings from 9-12, scheduling 3 half hour appointments.
- Tuesdays – First appointments reserved for the elderly or medically vulnerable
- Maximum of 25 people on the main floor at one time per guidelines from the Milford Fire Department
- Patrons will remain in their cars until their appointment time
- There will be a half hour at least between appointments to allow for cleaning
- This method will be utilized for 4 - 6 weeks, with additional days/times for appointments (including evenings and weekends) being considered after that
- Plastic barriers at the check-out desk will be installed
- Computer usage is limited to 3 patrons at a time
- Patrons will be welcomed at the door with hand sanitizer
- Possibility of an Officer by the door to ensure protocols are adhered to
- Patrons will be REQUIRED to wear a face mask per Face Mask Policy adopted 8-18-20. Anyone unable or unwilling to wear a mask may use our curbside services instead of coming into the building.
- Per the Face Mask Policy, all individuals who are non-compliant will be asked to leave the Library.
- A video on 'What You Can Expect When the Library Reopens' will be posted on the Library website and Facebook sites.
- Notices will be inserted in books currently being checked out via curbside pickup as another way to let patrons know what's happening.
- A 'dry-run' will be held using the Trustees as 'patrons' prior to reopening
- The Library reserves the right to discontinue appointments should the safety of patrons or the staff become at risk.
- The Library Director shall have the ability to suspend any individual visit at any time for any non-compliant or risky behavior.