

## **Library Trustee Meeting Final Minutes March 18, 2020**

Attendees: Beverly Mutrie, Beth Forgione, Linda Coe, Amy Magnarelli, Richard McDermott. Laura Pouilliot was attending as the alternate and will not be voting. Barbara Tosiano, the Library director was also attending the meeting.

Amy called meeting to order at 3

Richard and Beth were both sworn in last week.

Election of Officers: After discussion, a slate was proposed: Linda-chair, Beth-treasurer, Amy-vice-chair, Beverly-secretary. Beth motions to elect the slate of officers, Beverly seconds, all in favor.

We all signed the code of ethics and By-Laws.

Primary issue for today's meeting: Possible closure due to Covid-19 pandemic.

It was unanimously agreed that we need to close the building to the public. The state library sent a memo to all libraries that warned us that Sars-Cov 2 (virus that causes Covid 19) can live on plastic for 3 days and on cardboard for 24 hours. Should we still be open for "take out"? After much discussion, we decided that handling the books may be dangerous to the staff and patrons, and we cannot risk it. We will close as of 5 pm tonight and remain closed with no service until April 7th. We will revisit this at that point in time.

Barbara will need to empty the book drop periodically. She will wear gloves and place the books to be "quarantined" on a book cart for one week before returning to the shelves. We are OK with Barbara being in the building alone on an occasional day as long as the building is locked. We can educate the public about online resources available through the state library and our website.

Discussion about paying employees during shutdown- we will pay the employees as normal until April 7th. If employees find something interesting they can post it on the website.

Linda has a zoom pro account and could set up a meeting with a public phone number. We can post our next meeting with the public phone number so that people can call if they want to comment.

Meeting minutes from February meeting: Beverly would like to visit the independent contractor issue at some point in another meeting. Amy motions to accept the minutes of the February meeting, Beverly seconds, Richard abstains, with the rest of the trustees in favor of the motion.

Donations: \$230 in donations and unanticipated funds this month. The largest amount was from NH Humanities for the fiddler scheduled to play in March. As we have cancelled this program, Barbara will ask them if they want the money back.

Directors report: All programs have been canceled for March and April. The roofing contractors have still not returned any calls. Richard will try calling them. The inside door's lock is broken and cannot be repaired. The doors are permanently unlocked. We will need to replace the doors eventually. We should start gathering quotes for new doors. The NHLTA conference for May is cancelled. Barbara left the May events on the calendar, but that may change. The staff have

completed moving the furniture in the center of the building. The space looks very open. They are using the cleared off bookcase for a display center. Barbara has contacted the Fire Chief to see if he can increase our building occupancy.

Warrant articles-all passed, so we can move forward on the walkway. The money will not be moved into our Expendable Trust until June. We need to work with the town select board to do the walkway as a joint project. We need to define the process to get the RFP. Beverly can send the electronic copy of the plans to Richard so that he can see the walkway. Richard will check with the town engineer and will see what we need to do to go forward to get bids. Then we can let the selectmen know that we are ready to go forward to get bids. The selectmen might want to be the board that issues the RFP? Beth will get on the selectman's agenda to discuss the project and a process going forward to co-manage the construction.

Long-Range Plans/goals- Amy will add getting new interior doors to door to our long range plan for maintenance. We do need to get the roof fixed. The walkway, curbing (at the front of the building) and parking lot need to be on the list for long term projects. We should also think about replacing the door in the children's wing. We have a few cracks inside that need to be spackled and painted.

We need to discuss what will be done with garden beds and the lawn. We engaged Mainly Grass last year to maintain the lawn, and may want to continue with them. Ainsly did a great job weeding, and may be interested in continuing this summer. We discussed removing the bed with the tiger lilies between the library and safety building and converting it to grass. This would make for less weeding and be easier to maintain. We could ask the jail if they can send inmates to do the work of removing the tiger lilies. Laura will contact Lori Ruest to see if the town has additional work for the inmates to do; if so we can combine our project with anything the town has.

Next regular meeting is April 23 at 3:30pm. We should have a Zoom meeting on April 3 at 3pm to see if we are going to re-open.

Linda made a motion to adjourn at 4:30, Amy seconded, all in favor.