

**HF Library Trustees Special Meeting by Zoom  
May 4, 2020 Final Minutes**

Attending: Linda Coe, Chair, Beverly Mutrie, Sect'y, Amy Magnarelli, Laura Pouilot, Richard McDermott, Ed Beattie, Selectman's Representative and Barbara Tosiano, Director. Absent: Beth Forgione.

Meeting convened at: 10:00am with the purpose to decide if can do a phased reopening of Library.

News info from Economic council found by Marissa that since we are a municipal entity, we could have limited services.

What does state Library advise? Have been having meetings with other directors and State Library staff.

No recommendations so far. Committee working on it. Nothing on Library list serve either.

Status of Sanitizer Equipment govern what we can do.

Have a box of gloves and masks and 2qts.hand sanitizer courtesy of Smokey Quartz and Laura.

Clorox wipes needed

Linda can make disinfectant using Isopropyl alcohol 70%

Suggest:

Start curbside pick-up but with no people congregating in front when do so. Suggest go to bench in back.

Need good signage...Grab and Go and Social Distancing.

Returned books in book drop get set aside 72 hrs.

People request materials online and either call or email to give them apt. to pick up? Not open regular hours? Ed: recommends flexibility. It will depend on demand so try different things. Agree that maybe open 3 days a week at first with maximum staff (2) and change if needed.

Need throw away tape to mark off 6' increments if people eventually come inside.

Change hours. Start with 3 days – maybe afternoons only for pickups.

Ask Staff what hours and if comfortable. Use old donated grocery bags.

No ILL

Will ask people to bring books back in to book drop. Spritzing returned books with Lysol. Books may need 7 days quarantine. Guidelines for surface contact changing...3-7 days. Plastic is 3 days.

Put banquet table on other side of front door. Keep people out of building.

Ed will check with the town's lawyer Bart Mayer and ask for his suggestions. Town Hall allows no direct contact (person to person). Things to pick up in drop box.

Get messages out website-and Facebook about protocol and phased reopen.

1)Ed talk to Lawyer today re liability issues. May want to read protocol.

2) Barbara will connect with Staff by Zoom and end up with written procedures.

3) Barbara will write up procedure and we will review. Want to see if Committee at State Library has any new info or recommendations.

4)Would like to implement Tues 12<sup>th</sup>. Clorox wipes will be needed.

Rugs may be dry today...will let us know about moving furniture back.

Email: [edwardbb@comcast.net](mailto:edwardbb@comcast.net)...

Miscellaneous: Ed will ask road agent and/orTIC re Sumac needs cutting and hauled to town dump.

Need rose bush near children's door pruned- Linda volunteered.

Trellis by Electric Meters --- need to identify woody vine and probably remove.

Adjourn: 10:30 am, Linda, Richard, all. Next Zoom meeting on **Friday 8<sup>th</sup>. 10 am.**