

**Library Memorial Library
Board of Trustees Meeting
May 20, 2020
7:00 PM
Agenda**

Electronic Meeting by teleconference

As Chairman of the Lane Memorial Library Board of Trustees I have determined that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, that to properly ensure the safety of the public this body is authorized to meet electronically. Please note there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming we are utilizing a teleconference service for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public may join this electronic meeting by calling 1-646-876-9923 and using the meeting ID: 864 9472 6903 and the password:036664. If anybody has a problem, please call 603-772-6606 or email smazur@hampton.lib.nh.us.

A. Call to Order: The meeting was called to order at 7:05PM by Chair Bob Lamothe.

B. Attendance: Roll Call attendance taken in accordance with electronic meeting protocol. In attendance via teleconference were Director Amanda Reynolds Cooper; Assistant Director Stacy Mazur, Chair Bob Lamothe; Trustees Chris Hendry, Liz Keroack, and Brian Abasciano and Secretary Theresa Evans, each stating that they have no additional persons in attendance.
Chair dialed into meeting to ensure public had access to participate.

C. Officer's Report

- a) Secretary - A motion was made by Liz and seconded by Chris to approve minutes. Hendry, yes. Keroack, yes. Abasciano, yes. Evans, yes. Lamothe, yes. The motion passed.
- b) Chairperson - No report
- c) Treasurer - The monthly report from Feb/Mar/Apr were reviewed and placed on file.

D. Reports

- a) Director - Amanda's report was received and discussed.
- b) Monthly Spending - The reports for February, March, and April were reviewed.
- c) Assistant Director / Teen Services - The report was reviewed.
- d) Public Services - The report was reviewed.
- e) Children's Services - The report was reviewed.
- f) Technical Services - The report was reviewed.

E. Old Business

- a) **Building:** Coronavirus response
Various phase options may be available in upcoming weeks as determined by State of NH and Town of Hampton Guidelines and may be amended by vote of Board of Trustees as they relate specifically to Lane Memorial Library.

Phase A: The building is closed to the public, but staff report to work. No public service is offered in person.

In this phase of operation, we will adhere to Stay-at-Home 2.0 Universal Guidelines: <https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-universal.pdf> or new guidance from the Town of Hampton of State of NH that supersedes these guidelines.

Phase B: The building is closed to the public, but staff report to work. Public service is offered in person via curbside pick-up only.

In this phase of operation we will adhere to Stay-at-Home 2.0 Universal Guidelines and Retail Guidelines: <https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-retail.pdf> or new guidance from the Town of Hampton of State of NH that supersedes these guidelines. This phase will be implemented by the Director using the guidelines developed by the State Library of NH when available.

Phase C. The building is open to the public for limited access and staff report to work. Public service is offered in person via browsing and borrowing library materials. Seating, computer stations, events, and meeting space are closed.

In this phase of operation, we will adhere to Stay-at-Home 2.0 Universal Guidelines and Retail Guidelines or new guidance from the Town of Hampton of State of NH that supersedes these guidelines. This phase will be triggered by the opening of Town

Hall which is consistent with our currently established Emergency Closure Policy:
http://hampton.lib.nh.us/Emergency_closure_policy

Phase D. The building is open to the public and staff report to work. All levels of public service are restored to full operation.

In this phase of operation, we will return to governance by our General and Personnel Policies. This phase will be triggered by the end of the NH State of Emergency and any portion may be amended by the board.

In all phases of operation, we recognize the extension of Family and Medical Leave afforded to eligible employees under the Families First Coronavirus Response Act: http://www.hampton.lib.nh.us/sites/default/files/Uploads/Library_Files/Personnel.pdf and offer it to all eligible employees in addition to their other leave benefits.

Motion to accept by Chris, seconded by Liz. Hendry, yes. Keroack, yes. Abasciano, yes. Evans, yes. Lamothe, yes. The motion passed.

Discussion arose about number of patrons allowed in space once building opens in Phase C, options for and thoughts about separate entrance and exits, and time limitation in library of each patron. Some of these restrictions would likely be based on space restriction (e.g. 6-foot distance rule)

Discussion arose around browsing books and “touch” policy relating to physical material and how they would be put into “quarantine” for a predetermined amount of time.

Discussion arose regarding return items, realistic timeline and process for all the returns currently out.

Board spoke about restricting patrons from entering building without a mask when Phase C is reached. Given close proximity of patrons in this space, frequent visitors being of high risk and safety of staff, several members felt strongly about implementing this plan. Amanda was able to obtain 200 masks that can be used if a patron does not come with their own. There was understandable concern about how this might be regulated/enforced by other members. A plan was put forward that, should we open at Level C, patrons entering the Library will be required to wear a mask. If they do not have one, library will provide one to them.

The motion was made by Liz and seconded by Theresa that all patrons entering Library are required to wear a mask and that this restriction will remain in place until June Board meeting when it will be reconsidered. Hendry, yes. Keroack, yes. Abasciano, yes. Evans, yes. Lamothe, yes. The motion passed.

Amanda poses questions regarding “sick pay” opportunity for part-time employees who become sick after Phase C is reached. Bob was able to determine that NH State would support these special circumstances and provided reference point. This satisfied discussion.

F. Summary of Decisions Made: Approval of March Minutes; a patron mask policy effective until June meeting and Coronavirus Phased plan guidelines from NH and Town of Hampton that would be subject to amendments by Board of Trustees

G. Next Meeting: Wednesday June 17, 2020

H. Adjournment: Motion made by Brian and Chris seconded at 8:05PM. Hendry, yes. Keroack, yes. Abasciano, yes. Evans, yes. Lamothe, yes. The motion passed.