

## Langdon Library Board of Trustees Meeting Minutes June 18, 2020

This meeting of the Langdon Library Board of Trustees was held virtually using the jitsi platform over the Internet. The meeting started with the reading of the following statement by Library Director Lara Berry:

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Langdon Library Board of Trustees is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

We are utilizing the Jitsi platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Jitsi platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1.512.402.2718 PIN 514994459# and password langdon, or by clicking on the following website address:

<https://meet.jit.si/LangdonLibraryTrusteeMeetingNewingtonNH>.

*b) Providing public notice of the necessary information for accessing the meeting;*

We previously gave notice to the public of how to access the meeting using Jitsi, and instructions are provided on the Langdon Library website at:

<https://www.langdonlibrary.org/about-us/trustees/>

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

If anybody has a problem, please call 603-254-5085 or email at: [director@langdonlibrary.org](mailto:director@langdonlibrary.org).

*d) Adjourning the meeting if the public is unable to access the meeting.*

In the even the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote

**Note** that the meeting began by the taking of a Roll Call attendance, with each of the attendees stating that they were alone in the room. No other non-trustees dialed in or logged-in during the meeting.

**Present:** Trustees Jack O'Reilly (JO); David Turbide (DT), Lillian Wilson (LW), Peter Welch (PW), Catherine Hazelton (CH); Patron/guest Steve Bush; Library Director Lara Croft Berry (LCB); Library Programming Assistant/Youth Services Amanda Plante. Note: part way through the meeting, CH was having trouble with

her connection and could not be heard clearly by the other participants. She passed the gavel to JO to chair the rest of the meeting and continued to participate through messaging and the occasional verbal comment that got through.

**Meeting called to order** by CH at 1:30 PM

**The first order of business** was to approve the minutes from our last online meeting on May 20, 2020 Moved by PW, seconded by JO, minutes approved by roll-call vote Approved by 4 – 0 – 1 with DT abstaining as he was not at that meeting.

**Treasurer's Report:** Financial performance is about where expected for this point in the year. There was some discussion about shifting money between bank accounts to "pay back" trustee funds that were advanced to cover budgeted expenses ahead of receiving the quarterly transfers from the town. We may be able to request a smaller disbursement from the town for the third quarter (to be made up in the fourth quarter) as a way to help the town manage cash flow in these challenging times

**Director's Report** – We have started curbside pickup and it seems to be going well. LCB has been managing it all so far but will need to involve other staff in the near future as we get closer to further reopening steps. About which, here is the status. No firm decisions or timelines have been made as yet but preliminary plans are being developed with a close eye on the governor's guidelines, NH library Association recommendations, and the (ever changing) infection rate and pandemic status situation. At this point, the next phase will involve limited access by appointment to the main front area (not the stacks) with new and in-demand books displayed on the shelves and tables so patrons can see the entire front cover and not just the spine. Trustees approved this strategy with the provision that all patrons wear masks and disposable gloves while in the library (proposed by PW, seconded by DT, approved 5 – 0 by roll-call vote. Gloves will be provided, and patrons will be instructed to sanitize their hands at the door before donning the gloves. If done correctly and consistently, it eliminates the need to sanitize every book the patron touches. We will also provide masks if the patron does not bring their own. Staff will follow proper distancing guidelines and utilize face shields, masks, and gloves where appropriate.

Trustees approved the procedure of having staff self-screen before coming to work (no symptoms, temperature less than 100.4 per CDC guidelines). Proposed by PW, seconded by LW, passed 5 – 0 by roll-call vote. Further discussions re: notifications if/when infection is discovered or suspected, follow-up actions like closing the building and re-sanitizing, quarantine for any staff that comes in contact with an infected individual, etc. are on-going. LCB will continue working on re-opening plans which will be discussed in future board meetings.

**Building Maintenance:** LCB is in the process of identifying a new cleaning service. There are three candidates at this time, one of which will do a sit visit next week. After discussion about new cleaning procedures resulting from COVID-19 concerns, it was decided that the new cleaners should be scheduled to clean once per week while we are still in lock-down and twice per week after we re-open (star admitting patrons). The cost will exceed what we budgeted for this year but funds are available that can be re-directed from another maintenance-related account.

**Policies:** The trustees reviewed and approved, unchanged, two policies:

- Investment Police (reviewed annually) Moved by DT, seconded by LW, passed 5 – 0

- Internet Appropriate Use Policy (reviewed every three years). Moved by DT, seconded by PW, passed 5 – 0 both passed by roll-call vote.

**Parking Lot Expansion:** PW will complete the plans / bid package and the board agreed that he could send them out for bid in July with the intention of beginning construction in the fall. After reviewing the plans, Chris Cross reported that he had heard that the town is planning to build a curved wall behind the veterans' memorial and recommended that the library coordinate with HDC to be sure the drainage work will be compatible with this change. The HDC (Lulu Pickering) responded that the HDC has not approved the parking lot expansion plans and objected to the library moving forward without coordinating with HDC.

Before the library parking plan was displayed at town meeting and approved (and funded) by the voters, the library director and multiple trustees attended a number of HDC meetings to solicit feedback from the Commission members. However, the library is a municipal entity and per RSA 202 A:6 is exempt from land use regulations. The HDC is a land use regulator, so their approval was never required. Any questions about this may be directed to Steve Buckley, the director of legal services at NH Municipal Association. The library trustees made every effort to collaborate with the HDC on the proposal as a courtesy, not a requirement. Going forward, if the HDC would like to coordinate with the trustees about addressing drainage issues on adjoining property, we invite any and all members to attend our public meetings, links to which are posted here: <https://www.langdonlibrary.org/about-us/trustees/>

**Alternate Trustees:** Alternate trustees serve for one year, therefore have to be re-appointed annually. The board agreed to officially recommend Steve Bush and Lee Lamson for another year as alternates. Each will have to request the appointment in writing with the select board. We are allowed up to 3 alternates.

**Board meeting adjourned** - moved by LW, seconded by PW, passed 5-0 by rollcall vote at 3:25 PM

**Next Meeting:** Thursday July 16 at 1:30PM via the jitsi remote meeting platform.

**Respectfully Submitted:** David A Turbide, board secretary