

## Langdon Library Board of Trustees Meeting Minutes July 16, 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 event 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)

**Meeting called to order** by CH at 1:33 PM

**The first order of business** was to approve the minutes from our last online meeting on June 18, 2020  
Moved by PW, seconded by JO, minutes approved by roll-call vote Approved 5 – 0.

**Treasurer's Report:** Spending is in line with the budget in nearly every category. The Collection line is a bit higher than it might have been because of the additional on-line resources acquired for use during the quarantine but spending is still in budget and in control. In response to the request from the select board to delay spending town funds, we have elected to apply trustee funds first, where possible, resulting in approximately 8% reduction of town money needed to date.

**Parking Lot Expansion:** The select board requested, in writing, that we delay the parking lot expansion project until next spring. The trustees would like to accommodate this request but have real concerns about the ramifications of a delay to either later this year or into next year. After much discussion, the board decided that the right thing to do is to meet with the selectmen to discuss options and concerns. LCB will request a meeting between the two boards before the end of the month. Meanwhile, PW will complete the preliminary work previously started so the bid package is ready to go out when the time comes. A special trustee meeting will immediately follow to approve whatever decisions are made.

**Reopening plan** – The full reopening plan is nearly completed but not quite ready for release. LCB discussed several issues / questions she had before finalizing the plans including: details of a self-assessment procedure for staff to complete before coming to work; sanitizer / glove / mask requests or requirements for library visitors; library visits will be by appointment, 30 minute time slots (max 4 people at a time), with 30 minutes in between for cleaning; details of the plan to keep materials clean during and after patron visits; and procedure if/when a visitor reports (after the fact) a possible exposure prior to their visit to the library.

The trustees felt the need to document, via motion, their support for the director as she must make important decisions as the pandemic unfolds and conditions change – such as procedures for keeping materials free of possible contamination and keeping staff and patrons safe. Moved by PW, seconded by LW, approved 5 – 0 by roll-call vote that LCB has the full support and backing of the trustee board to change procedures, adapt processes, and operate library functions as needed to protect the library, staff and patrons, without prior trustee approval, if those decisions do not exactly comply with established written procedures. Any such adaptations will be reported to the board via email and discussed at a subsequent board meeting.

There was a brief discussion about staffing during the reopening process and how staff hours would be allocated, accounted, and managed. This part of the plan is still a work in process.

**Alternate Trustees:** The necessary forms are now available at town hall so the re-appointed alternate trustees, Steve Bush and Lee Lamson, may sign up and swear in at their convenience.

**Building Maintenance:** LCB has identified a new cleaning service and is checking references before signing a contract. The new service will be a bit more costly because we asking for more service but it is affordable and will hopefully provide better, more reliable service than the previous service.

**Director's Report:** Most of the items included in the director's written report were covered above. Curbside pickup is going well. Theresa has taken this over to allow LCB to focus on reopening plans and other obligations. LCB reported that there were 21 people enrolled in the summer reading program – a good result considering that the library is closed. Amanda has done a good job gathering prizes for this program. Overall lending in June was at about 45% of January items loaned (including interlibrary which is not currently available) – not a bad statistic considering that the library is closed.

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

- Patron behavior policy - Moved by DT, seconded by PW, passed 5 – 0 by roll-call vote
- Museum Reimbursement Policy. Moved by DT, seconded by PW, passed 5 – 0 by roll-call vote.

**Board meeting adjourned** - moved by CH, seconded by JO, passed 5-0 by rollcall vote at 3:45 PM

**Next Meeting:** Thursday August 13 at 1:30PM via the jitsi remote meeting platform. Note: a brief trustee meeting is planned for immediately after meeting with the select board on or around July 30, exact date and time to be determined and will be published as soon as it is set.

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