

Board of Trustees Meeting on Zoom

May 5, 2020.

Subject: Library Reopening – Phased Plan.

**Present:** Gail Lahaise, Jeanne Ramey, Fred Ernst, Amy Howard, Kate Nerrie, Susan Johnson, Peggy Pschirrer, Justine Rogers, Carole Cramer, Shirley Capron. **Absent:** Jean Kobeski. **Guest:** Chris Burchstead.

Justine e-mailed Board members her “Update for Opening” the Library. Her plan is based on discussion had with the N.H. State Library and with other Libraries. She said, “The problem now is that there is no scientific data on Libraries with this virus.” adding that “Taking things slowly may be more slow than people like, but that safety first is the primary concern.

Curbside service will be twice a week, starting May 18. The days are not yet determined – possibly Monday and Thursday.

There will be one person in the Library. Justine said she and her staff will be re-evaluating constantly. She hopes to increase, not decrease services. She added that daily cases of the virus are expected to double by June because of testing and businesses opening: Documenting will change daily.

Amy asked about keeping materials quarantined 72 hrs., saying she wants people to know there is a lot of thought about this. Precautions with sanitizing will be made. Jeanne talked about spraying on the outside of materials that have plastic covers, and mentioned investing in a “Wand” (UVC Light) for sanitizing that is available on line. She will provide information about it. “

Justine said no additional staff is needed. Two staff will work when the Library opens. Justine said it will look a lot like a grocery store for check-out. Talk was had about masks. Justine said it should be the same policy for “No shoes = No Books = No Service.” “No Masks = No Entry.” Jeanne suggested providing a mask with a fee for it if a patron does not have one.

Stacks will not be available to browse in. i.e. limiting what patrons can browse for. She is waiting to hear from the State Library when we can have patrons browsing in the Stacks. . . when we will be “Open Completely.”

- Kate expressed concern about the handling of books when browsing.
- There will be Book Carts for “Returns” and for “Children’s Books.”
- There will be “Building Carts” on line for future purchases of books that will be available for Porch/Curb Side Service. Justine said the Porch/Curb Side Service worked out very well.
- It was suggested to put information on the name tags that adhere to the pick-up bags about Library Services. Justine agreed it important to include Curb Side hours with stickers and stamps.
- There will be no help provided with public computers. Susan asked about disinfecting the Burns Room where furniture will be moved to.

- There will be a sandwich sign advertising WI-FI availability outside: Accessibility will be at the Picnic Table, Porch, Stairs and in Cars in front of the Library.
- There are conflicting reports about gloves. It was suggested to have lots of hand sanitizer out. Justine said we will have time to figure out a plan before July and mentioned a "Best Practices for Libraries Guide."

Fred asked about information included in the latest "Clarion." Justine said information about all digital services and programs will be in that edition. In the June edition, there will be more information about Library offerings. It will also be in the Library's e-mail. Posted on the Library's door. By "Word of Mouth," . . . definitely getting the word out into the Community.

Amy said "Phase 1" is a fluctuating situation and that that the Library will adjust its plans accordingly to the tasks they are faced with. Re, Gail moved, Jeanne seconded, all approved (7-0) to keep the Library closed until further notice.

Jeanne spoke about trees, saying Allen Bros. will donate one, also mentioning she would have to get to Agway re. Tim Allen suggested a crab apple tree, along with a couple of flowering trees.

Upon Jeanne's request, Amy showed "Sampa," her new dog. Justine showed her dog, "Burger," also.

With no further business, the meeting concluded with mention of the forthcoming Board Meeting, Tues. May 12.

Faithfully submitted,

Shirley Capron, Secy.