

GEORGE HOLMES BIXBY MEMORIAL LIBRARY
NOTICE AND AGENDA FOR MEETING OF THE BOARD OF TRUSTEES
Wednesday May 13, 2020
4:00 Via Zoom

In Attendance: Jan Hicks, Chair; Trustee; Mindy Pobst, Secretary; Moe Baptiste, Trustee; Dave Luther, Trustee; Peggy Merrow, Trustee; Daryl Hazel, Alternate Trustee; Charley Beadleston, Alternate Trustee; Laura Abrahamsen, Library Director

Members of the Public: none

Meeting convened: 4:00

I. Approval of April 8, 2020 meeting minutes

Jan moved, Peggy seconded, and the 04-08-2020 minutes were approved.

Jan moved, Peggy seconded, and the 04-08-2020 nonpublic minutes were approved.

Jan moved, Peggy seconded, and the 04-10-2020 minutes were approved as amended.

Jan moved, Peggy seconded, and the 04-10-2020 nonpublic minutes were approved.

Jan moved, Peggy seconded, and the 05-0-2020 minutes were approved.

Jan moved, Peggy seconded, and the 05-05-2020 nonpublic minutes were approved.

II. Librarian's Report

Laura reported that all checked out library items have been renewed. Jamie is anticipating that some of the money provided by the government for COVID relief will be targeted for the library. She is in the process of obtaining supplies for the phased reopening of the library.

Alan Treadwell plans to work on technology upgrades before the end of 2020.

Larry Kulgren will be contacted about obtaining a defibrillator.

Laura recommends following the policy manual to document and track who has keys to the library building; she will create a formal process to do so.

III. Treasurer's Monthly Report

Mindy moved, Peggy seconded, the April Treasury report was approved.

IV. Ongoing Business

A. Trustees' Suggestions

The need to update the pet policy was discussed. **Laura will send the current pet policy, covering Therapy Animals to Board members for review. This and how to address individuals who bring animals, including support animals, to the library will be considered at the next meeting.**

B. Updates on Actions from the Strategic Plan

C. Other

V. New Business

A. Review/Approval of Revision of Policies (Jan)

Peg moved, Moe seconded, and the adoption of the staffing policy was approved as revised.

B. Review/Approval of Pandemic Policy (Laura)

Laura will make these revisions to the Pandemic Policy she presented to the Board:

- **The description of pandemic will be moved to the top of the document (it will be the first item to appear)**

- **The word "new" will be removed from the description**

- **The word "will" in the first sentence in section IV will be changed to "may"(the George H. Bixby Memorial Library will remain open; may remain open).**

She will then send the document to Jamie, asking him to forward it to the Town's Attorney for review and advice.

C. Proposed Plan for Resumption of Library Operations (Laura)

In reference to discussion of the *DRAFT of the Phased Reopening Plan for George H. Bixby Library, Frankestown, NH* submitted by Laura to the Trustees on 5/11/2020 and discussed at this meeting, the following was decided:

Discussion and deliberation were limited to the Preparation Phase, Phase One, and Phase Two.

Subsequent Phases of operation will be addressed when additional information is available, and the timing is appropriate.

Preparation Phase Decisions:

The board supported and approved the descriptions of what would occur during this phase.

Phase One Decisions:

The first bullet (items being returned through the book drop and the library is closed to patrons) was approved.

June 1, 2020 as an opening date and the length of time (at least one week) are both viewed as goals of this Phase; both items may need to be adjusted based on completion of all the items in the Preparation Phase and the judgement of the staff and Board.

Laura and Chloe will physically staff the library.

Donna will be given the option to end her furlough status and return.

The hours may be adjusted according to what best serves the needs of the community.

The "Free Library" kiosk will be removed from public access.

Phase Two Decisions:

The first bullet will include francestownlibrary@gmail.com as the recommended email address for patrons to request materials; it will also indicate that patrons can call before picking up items and they will be placed outside or put in a patron's trunk depending on the individual preference.

Bullets 2, 3, and 5 were approved as written

Bullets 4 and 6 should be revised to indicate that only paper bags will be used for orders (these will be purchased by Laura).

An additional bullet should indicate that if patrons feel comfortable and need to have library materials delivered to their homes, this option is available. Trustees volunteered to deliver items.

Other Decisions:

Details of the Pandemic Plan (with the above revisions) will be shared in the Frankestown News and through Wowbrary and Facebook.

A welcoming and appreciative gesture from the library to the patrons will be included in materials circulated during Phase Two. Suggestions included: notes- written on the paper bags with containing library materials; or including notecards, bookmarks, pens, small bottles of hand sanitizers or other small gifts in the bags. Trustees volunteered to assist in this implementation.

D. Status of Hiring of Children's Librarian

Chloe Kipka has officially accepted the job as Children's Librarian. Laura is extremely pleased that she accepted the position. Pending the background check it is anticipated that her start date will be June 1, 2020. **Laura will ask Chloe to write an article introducing herself for the June or July issue of the Frankestown News (whichever is more appropriate based on when her employment is finalized).** The other candidate has been notified that she was not selected.

VI. Public Comment

There was no public comment

VII. Adjournment

Jan moved, Moe seconded, and the meeting was adjourned at 5:46

Next meeting: Tuesday, 6/9/2020 at 4:00 pm

These minutes submitted by Mindy Pobst

Under the emergency provisions of RSA-91A, and the orders of the Governor under Executive Order 2020-04 Emergency Order #17, one or more members of the Board of Selectmen may be attending this meeting electronically. In order to participate, go to <https://zoom.us/j/432154498>
Or participate via telephone (929) 436-2866 or (213) 338 8477 Meeting ID: 810 2340 7410 Password: 892879
For those concerned with recent reports about ZOOM, we have applied the proper security settings to our account to avoid meeting hacking.
If you have difficulty hearing or viewing the meeting via this method, please call the office at 603-547-3469.