

*Griffin Free Public Library
Board of Trustees Meeting
May 1, 2020 at 1pm*

Virtually Present: Nancy Mayland, Chair; Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary, Brenda Beer, Alternate; Kathy Growney, Library Director; Bill Herman, Town Admin, Chris Chickering, Library Staff, Pat Clement, Steve Kimball

Absent: Sharon Bluhm, Alternate;

Note: Following various orders issued by Governor Sununu based on the State of Emergency declared on March 13, 2020, the general public will not be able to physically attend the Board of Trustee's meeting, but can call 1-712-770-5323 and use Access Code 639411 when prompted to be able to listen to the meeting on any telephone.

Nancy Mayland called the meeting to order at 1:01pm

Nancy Mayland read the following preamble:

Good Afternoon, as Chair of the Board of Library Trustees, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency.

Governor Sununu issued Emergency Order #12 on March 23rd which provides local government boards the ability to conduct business using technology to hold remote meetings and not provide a public place of meeting but provide for the public's ability to listen to the meeting. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote to be in accordance with the provisions of RSA 91-A:2, III (e).

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call: Nancy Mayland, Chair; Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary, Brenda Beer, Alternate;

Old Business:

- Discussion on how long to extend the closure of the library: Suggestion was made to remain closed for an additional two week and reopen on Tuesday May 19th.
 - Motion to reopen the library on May 19th made by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.
- Discussion about paying the staff during the library closure.
 - Kathy Growney has been giving the staff assignments, they are working from home and in the library. They have weekly staff meetings, do webinars, and work on extra projects.
 - Even though the library is closed the staff is working so they will be paid

New Business:

- Brenda Beer has been approved by the Selectmen as Alternate Trustee for another year. She will need to be sworn in at Town Hall.
- Discussion about the possibility of curbside services. Kathy has written a very comprehensive policy that we believe can be done safely and can serve the public during a difficult time and provide needed entertainment to our patrons. Kathy has discussed this procedure with the staff, and they believe this will work for our patrons and still keep everyone safe. As curbside pickup starts, we may need to tweak the policy if anything unexpected comes up. Nancy said that this is very comprehensive and complemented Kathy on this new policy. Kathy suggests doing a soft launch by calling some patrons who already have holds to test how this will work before it is posted on the website. She will do a quiet roll out.
 - Motion to accept the policy and procedure as written made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.
- Motion to approve the increase for Chris Chickering based on satisfactory review and award her a step increase from a labor grade 5, step 4 to labor grade 5, step 5. Effective as of her anniversary.
 - Motion made by Liz Michaud/ Nancy Mayland 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.
 - Kathy will send the paperwork to town hall.
- The Trustees will be meeting with the selectman on May 11th to discuss the library proposals.
- Suggestion to cancel our regular May 11th meeting. All agreed
- Date set for the next trustee meeting; May 15 at 10am. All agreed.

Any Other Business:

- Kathy Growney mentioned the NH Library Task Force for reopening libraries. Marilyn Cavanaugh asked if we need to consider liabilities, per the statement on form from the Task Force. Bill Herman said if needed a lawyer we would go to the corporate council at Primex, but he did not believe we have any liabilities.

Opportunity for the Public to Speak:

- Chris Chickering, asked about the book donations from the public that are showing up at the library. She is concerned about the potential of contamination from items that are being donated, she doesn't want anything to accidentally happen to any of the staff. Chris also asked if the annual book sale would take place this year. And she expressed concern about staff delivering books to people at their homes.
 - Book Donations: Kathy Growney mentioned that she has posted on the website that people should hold onto their donations and not bring them to the library. However, donations have still been showing up and the Library has to have a safe method to handle them. For that reason, Kathy included in the Curb Side Pickup Policy a note giving direction to the staff about how to deal with the donations that are still coming to the library. The procedure allows the staff that feel comfortable dealing with the situation to do so without the in-person direction of the library director and to ensure the safety of the everyone. And if staff have any questions, they can contact the library director
 - Home delivery: In the past some volunteers have delivered to patrons who cannot make it to the library. At this time, it is not safe for volunteers, however the director has offered to do home delivery. The police department has done some deliveries for the school and perhaps could also help deliver books. And some staff has offered to deliver books at the end of their shift.
 - Nancy addressed the question about the Annual Book Sale, she announced that we are cancelling it for this year. Kathy will sell some of the books to help clean out the sheds and will find alternate organizations where we could send some donations as well.
- Steve Kimball spoke. He is encouraged that the trustees are taking a careful approach but also providing service to the public and happy the director is healthy and back at work.
- Marilyn asked Bill about Adele's request about the 2019 audit. She asked if she should call to make an appointment, but Bill said to come in any time that is convenient to drop off the documents she has compiled.
- Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.

The next meeting will be held Friday May 15th at 10:00am.

Meeting adjourned at 1:46pm

Liz Michaud
Secretary