

*Griffin Free Public Library
Board of Trustees Meeting
May 15, 2020 at 10am*

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

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 10:01am

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: Kathy asked to extend the closure for up to a month.
 - The reopening guidelines from the NH Library State Task Force are not expected to be released until May 21st. And the American Library Association is suggesting libraries wait until August to reopen.
 - There is a concern about the lack of a state mandate to wear masks in public. The library and the town have masks, however there are people who might feel it is an infringement and the potential for a freedom not to wear a mask lawsuit. The State says businesses can require masks, however Kathy said that other libraries are pushing back because they are not businesses. If the library required patrons to wear masks it could put the staff in a difficult position, Kathy is worried about staff having to be “bouncers”. She is concerned about people who are bullying mask wearers, and staff having to deal with issues.
 - Our library does not have a good HVAC system to clean the air, extra cleaning would be required for bathrooms and other areas, and we are not sure if we can keep the library clean and safe.
 - Bill Herman suggested we don’t extend the closure beyond the current State of Emergency which currently end on May 31st. Public building are not covered once the state of emergency ends. Kathy mentioned that the State Library says libraries are run by the Board of Trustees and can makes decisions outside of the Governors guidelines.
 - Suggestion was made to remain closed through the end of the month and for the board to meet on May 29th to review a reopening date. There will be a process to reopening, and lots of logistical issues to address. Kathy mentioned an option to try opening by appointment only at the beginning.
 - Motion to keep the library closed through May 31 made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.

New Business:

- Discussion about physical changes to the Library for Covid-19 suggested by Kathy in her director update.
 - Kathy can apply for reimbursement funding for physical changes that need to be made to the library for before reopening. She suggested rearranging the rooms and creating a flexible open space in the room by the door. She is investigating moving the shelving and putting books on moveable shelves, as well as getting quotes on the cost of a mobile circulation desk complete with a removable plexiglass sneeze guard. The old circulation desk could be removed to make room for shelving and books. Initially we may not allow patrons to browse the stacks or allow for a smaller number of books to be browsed. This would allow patrons to come into the library while limiting the potential for contamination. Nancy said it makes sense to have the circulation desk in the main room.
 - The library can provide patrons gloves and masks, we now have an automated soap dispense and automated hand sanitizer. Kathy will get a mobile stand for the hand

- sanitizer so it can be repositioned as needed. Potentially the gloves and sanitizer could be outside for patrons before they enter the library. Nancy commended Kathy and said she has done some good research.
- Another possible change is to make the front door more accessible by making it electronic. One potential concern is that we don't have an airlock and it could be quite cold in the winter. Kathy will look into the costs of this option. Bill does not think the handicap door could be approved for the covid funding. He also mentioned that electronic doors run approximately \$6,500.
 - Bill suggested that if we plan on making physical changes, we make decisions soon funds are available for a limited time. Changes should be done in June, as the Town of Auburn has been advised to spend any allocated funds by Aug 31st. The State is under pressure by the Federal Government to spend within a given time frame.
 - Kathy has already contacted vendors for quotes. She will let the Board know if she receives them early and we have set an optional meeting date of May 21st at 7pm for their review.
 - Concern was raised that the lead time on some of these products can be 6-8 weeks. Kathy did mention that she had been told by the suppliers that she is the first to contact them so that could cut down on delivery time. However, a question was posted to Bill regarding reimbursement if invoices are not received within the above-mentioned time frame, could we lose funding. Bill suggested that if we've already paid a piece, such as a deposit to the supplier, then we should feel good about getting funded.
- Book Sale Status: Did we officially cancel this? Unfortunately, we do not anticipate that we could get volunteers to help at the sale, nor that people would want to attend the sale as it would put too many people in close quarters. As we cannot see a way to hold the book sale in a safe manner, we are officially cancelling the Annual Book Sale for 2020.
 - Kathy proposed selling books to Better World Books, the company that took our leftovers at the end of the sale last year. We already have an account with them, and they will buy some of the books and provide boxes for free shipment. We will not make as much as we do at the sale however, we will make some money. Books they don't want we can give to non-profits that have approached Kathy about donations, primarily for children's books. Kathy would like to take this approach to the donations we've already received and are likely to receive.
 - The books will need to be scanned one at a time either with the bar code scanner or with the scanner on a smart phone, into the Better World Books website to determine if they are sellable. Nancy asked if this is something the staff could do at home? Kathy isn't sure if the staff would be comfortable bringing these books into their houses. Bill's concern was about a worker's comp issue rather than a liability about transporting books. The Board agreed this is a good idea and asked Kathy to proceed.
 - Nancy mentioned we have not been voting on our monthly Treasurers and Secretary reports and we need to start approving these in arrears one or two months at a time at future meeting's until we are caught up. Nancy to put on the agenda for the next meeting.
 - Porch Pick-up report: Jaime and Hope are administering this function. The demand is growing, and we currently have 44 holds on items. We getting to the point that we may have to expand the hours for pick up. The difficulty in expanding hours is the availability of

staff. Kathy is working with staff on availability and timing. A challenge to scheduling is that if the staff are not feeling well, they should not come into work. So, if we don't have staff for porch pick-up then it won't happen that day. Hopefully patrons will understand that we need to be able to step back at a moment's notice depending on what is happening with the staff, or any activity of covid in Auburn. Nancy asked Kathy to express the trustee's gratitude to the staff for working through this, coming into the library and doing the porch pickup.

Any Other Business: _____ NA

Opportunity for the Public to Speak: _____ NA

Motion to adjourn the meeting made by Liz Michaud / Marilyn Cavanaugh^{2nd}. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.

The next meeting will be held Friday May 29th at 10:00am.

Optional date of Thursday May 21st at 7pm, if proposals for physical changes to the library are received early.

Meeting adjourned at 10:57pm

Liz Michaud
Secretary