

*Griffin Free Public Library
Board of Trustees Meeting
April 3, 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

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 about how long we should keep the library closed; per the Governor's declaration we plan to reopen the library on Tuesday May 5th.
 - Motion to reopen the library on May 5th 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 expressed how thankful the staff is for the support from the trustees and the town. She is holding staff meetings virtually and she is creating a lot of opportunity for the staff to be productive while the library is closed. Work such as Webinars, checking emails, calling patrons, inventory projects, and tasks that they usually don't have time to do.
 - Bill Herman mentioned that the stay in place does not apply to local govt offices, so the library can be open for employees to work without it being available to the public. Staff can be in the building, but we would like to limit them to one or two people at a time, for their safety /health.
 - Motion to continue paying the staff through the closure made by Nancy Mayland/Marilyn Cavanaugh 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.
- Decision on staff working either remotely or in library as safety permits. Kathy Growney has emailed staff asking if they would like to work remotely or in the building. The staff are split and The Trustees will support each person's request. Kathy is setting up a schedule so the staff can work in the building without overlapping each other and allow for the workstations to be sanitized. Bill Herman suggested that our cleaner continue with her schedule as she is using special sanitizers and doing it on items that aren't normally on her cleaning list.

New Business:

- Suggestion to cancel our regular April 13th meeting. All agreed
- Date set for the next trustee meeting; May 1 at 1pm. All agreed.

Any Other Business:

- Plant Sale discussion – Brenda will call the plant man and tell him we are not doing the sale in May due to COVID19. The Friends will need to decide if they are going to have it in June if the situation has changed.

Opportunity for the public to speak

- Chris Chickering had a question for the Trustees regarding donations to the library due to the current health situation. Kathy Growney to post this request on Facebook, Chris Chickering to post a notice on the library door. Any donations left on the porch will not be touched.
- Chris Chickering also mentioned a concerned about the ability to replenish supplies like wipes and other items at the library. Chris to contact Kathy about low supplies so she can order replacements. Bill Herman mentioned Town Hall can also order from WD Mason for the library, and that Lori Collins at AVS has supplies and can share.

The next meeting will be held Friday May 1st at 1:00pm.

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

Meeting adjourned at 1:27 pm

Liz Michaud
Secretary