

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, May 18, 2020
Virtual Meeting Via Zoom**

I. Call to Order - Kate called the meeting to order at 6:34pm. Roll call attendance - Library Trustee and Secretary Susan Wilbur, Library Trustee and Treasurer Steve Simons, Library Trustee and Chair Kate Kim, Library Trustee Michael Hunter, Library Director Lesley Kimball, Library Trustee Joanne Ward

II. Welcome / Guests - Welcome to guests Mike Deutsch, Kathy Bower and Beth Rohloff. Lesley will be submitting their appointments as Alternate Trustees to the Select Board.

III. Review / Adoption of Minutes -

The April 8, 2020 meeting minutes were revised on April 27 to include the vote taken in the nonpublic session (April 8) to seal the minutes of that nonpublic session. Steve moved to adopt the revised April 8, 2020 meeting minutes and the April 20, 2020 meeting minutes; Joanne seconded the motion. Via roll call vote, all voted in favor.

IV. COVID-19

A. Review Director's Report / B. Library Service Plan -

Lesley shared via email drafts of the following documents - Curbside Pickup Checklist, Strict Social Distancing, Employee COVID-19 Illness Policy and Curbside Pickup Procedures.

Joanne asked how they are going to determine the 3 staff who will work. Right now, it will just be Lesley and she will look at hours and employees who are willing to come in to work. 1 out of the 3 staff will always be a senior staff. Lesley wants to test out the procedures by herself first to get a sense of the workload and of any changes that need to be made.

Joanne asked if she thinks will be inundated. Maybe? Lesley's plan is to start next week with curbside pickup for items that are already on hold for patrons and for people who have specifically contacted her. Returns will not be published in the newsletter - she will see how it goes. If returns become too much then parameters can be set on return times. The library circulation system can be adjusted so that once something is checked in, it doesn't show as available for 72 hours. Returns can also sit, waiting to be checked in.

Joanne asked if Lesley wanted any BOT there to help. She'd like to see how it goes and get the screening procedures set up in place first.

Steve asked about the cleaning of the inside of books. All books will sit for 72 hours which will help. Guidance from the CDC and ALA suggest 24-48 hours so this plan is above and beyond.

Susan asked about availability of supplies. Lesley has what she needs for masks, gloves and wipes. She is in the process of asking the town for cones to stick stakes in them for signage.

What when the library opens? For ex., using plexiglass barriers. Lesley is talking to Nate Mears (Dept. of Public Works) about that and about any other issues that might come up when library opens to patrons. The biggest challenge will be the workstations behind the circulation desk. Solutions - move workstations? Plexiglass barriers? Kathy suggested mobile workstations like hospitals use.

Steve suggested also using cones inside to block off certain stations. Lesley said they will have to block off collections when library opens up. Steve has rolls of orange tape to donate.

Kathy asked about how many people can come in the library at one time. Lesley talked about the staggered plans/service levels - curbside pickup, up to 10 patrons, up to 25, up to 50. She has to look at what square footage will be opened up and how many people can be in that space while still maintaining social distancing while people are moving around. Depending on how things go, the plans may have to go

back and forth between the various service levels. Lesley has put together a plan for each service level so the library can easily move between the levels as needed - Strict Social Distancing document.

C. Employee Illness / Health Policy -

The one Lesley distributed is almost word for word the one that Primex gave out. The purpose is to have a policy in place in case an employee gets sick so everyone knows the parameters. Beth asked about using the word "should" for employees wearing masks vs. "must" wear masks. Lesley said certain phases/service levels don't require masks so that's why it isn't written as "required".

Mike asked if it was necessary to spell out details under "in order to minimize the spread of COVID 19, employees should:" (details people already know) - could the policy be shorter? Kathy disagrees and thinks they should be there in case Lesley needs to correct any actions. Lesley wants to keep those details in as she is concerned about liability and risk. But she appreciates Mike's approach of shorter is better.

Lesley shared that if staff are doing a lot of interaction in front of desk, it might make sense to have face shields. Also she has to think about staff to staff interaction. Staff won't be sharing computers or phones and she plans to try to have certain staff always working together.

Joanne said that Lowes sanitizes the plexiglass after every customer - is that recommended? Lesley has read that high touch areas should be cleaned between every use. Hours that the library aren't open can be used for the heavy cleaning.

Steve moved to accept the COVID-19 Employee Illness Policy; Michael seconded. Via roll call vote, all voted in favor.

D. Personnel Policy: Employee Leave -

Lesley received questions about what if someone wanted to self furlough. If there is a leave of absence section in the personnel policy, they could use those guidelines. But right now the library doesn't have one so she suggests having one in the future.

From Primex's Labor Council as well as a general discussion w/NH state libraries, if someone requests to not work any hours during this time, that might be them considered quitting. In that case, employees lose their rights and benefits and aren't eligible for unemployment. Lesley pulled a couple policy samples for language and will put something together that could go in the personnel policy or public health policy. The BOT will have to approve.

V. Executive Session -

Lesley requested an executive session. Susan made a motion to go into a nonpublic session based on reasons A and C listed in RSA 91-A:3; Steve seconded the motion. Via roll call vote, all voted in favor.

Kathy Bower, Mike Deutsch and Beth Rohloff signed off and left the meeting at 7:22pm.

Executive session began at 7:22pm.

The public session resumed at 7:49pm.

Steve moved to seal the minutes determining that failure to do so would render a proposed action ineffective; Joanne seconded the motion. Via roll call vote, all voted in favor.

Lesley will post an agenda for a special meeting on Wednesday, May 20, 6:30pm.

VI. Next Meeting - Scheduled for Monday, June 15, 2020. 6:30pm.

VII. Adjournment - Joanne moved to adjourn the meeting; Steve seconded the motion. Via roll call vote, all voted in favor. Meeting was adjourned at 7:51 pm.