

Cook Memorial Library - Board of Trustees Meeting
Approved Minutes – Saturday, March 14, 2020, 4:00 p.m.

Notice of this emergency meeting to discuss library operations during the COVID-19 epidemic was posted at the library, on the library's website, and at The Other Store 24 hours before meeting time.

A. Call to order – The meeting was called to order at 4:03 p.m. by Allie Kaplan-Thompson. Present were Allie Kaplan-Thompson, Anne Chant, Sheryl Power, Melanie Streeter (Selectmen's representative), Robin Gordon, Evan Henderson, and Mary Cronin. Absent were Skip Nason and Nathaniel Winship.

B. Discussion – Before today's meeting, Mary Cronin prepared a handout with a synopsis of what other libraries in New Hampshire were doing to respond to COVID-19. (See attached.)

After considering many options, the following plan was adopted:

1. The library building will close if K.A. Brett School closes.
2. All library programs and community meetings will be cancelled beginning Monday, March 16. This decision will be reevaluated on March 30. Outdoor programs may be offered if feasible.
3. Beginning March 16, due dates will be extended through the end of April and limits on number of items allowed (with the exception of new videos and magazines) will be increased. Patrons will be encouraged to stock up on books, etc.
4. If the library building is closed, and library staff is well, the library will offer home delivery (volunteers are ready to provide this) and curbside pickup of library materials. Hours for curbside pickup will be Monday, Tuesday, Wednesday, Friday 11-1 and 4-6, and Saturday 11-1. This service will discontinue if library staff are quarantined.
5. Library staff will be paid for their regular hours if the building is closed, as well as in case of quarantine or illness.
6. Mary Cronin will make plans with the bookkeeper to make sure payroll and bills can be done on the normal schedule.
7. Library staff will work to increase awareness and use of online services. Mary Cronin will make sure the wifi hotspot is sending a strong signal to the outside area in front of the library.
8. The library will offer to act as communications facilitator to help town officials spread necessary information and to make sure that residents get the information they need.
9. This plan will be reevaluated as new situations present themselves.

Evan Henderson MOVED to adopt the plan listed above, seconded by Sheryl Power. MOTION PASSED.

Respectfully submitted,

Mary Cronin

To: Trustees of the Cook Memorial Library

From: Mary Cronin, library director

Date: March 13, 2020

A sampling of NH Libraries' changes to services due to COVID-19

NH Libraries closing as of Saturday:

Lebanon, Danville, Swanzey, all because local schools closed. Librarians' opinions are split on whether to close when schools close or remain open or offer reduced hours. San Francisco libraries closed and opened as day care centers.

Freedom Public Library:

Trustees voted to suspend all programming until further notice. We are also prepared to close or have reduced hours in the event the schools close. Staff will be paid regardless.

Effingham Public Library:

We've agreed to take the following actions for EPL:

- * Close and cancel all programming if GWRSD closes long term, or if we know someone in town is sick. - Similar to our inclement weather protocol ie: everyone should stay home.

- *Continue to wipe down (clorox/lysol) heavily touched surfaces ie: doorknobs, light switches, countertops, faucets. *at this time we don't plan to wipe every returned item, but we will wipe all incoming ILL items. *Luckily our laptops are behind the circ desk and are checked out to patrons, so we will be able to manage wiping them down as they are checked in and out.

- *Remind staff/volunteers/patrons to keep good hygiene practices ie: washing hands often and such.

- * Any programs that typically have open food will now have one volunteer manning the table to dish out onto individual plates/bowls/cups and to hand out napkins/silverware.

- *Have handouts available, and helpful links on our website

I'll know more regarding paid time off/closure policy following our Trustee mtg Tuesday night (3/17).

Jackson Public Library:

We are also disinfecting doorknobs, keyboards, mice, touchscreens, and phones as well as washing our hands often and well. I hung hand washing instructions in the bathroom. I am offered deliveries to homes and/or the parking lot if folks don't want to come in. If someone comes that is sick or is older or has health issues, I have been disinfecting the materials as they check them out.

Moultonborough Public Library:

We will strive to keep the library open and provide most of our usual standard services to our patrons during this critical period. However any library-sponsored events booked in our Program Room for the month of March have been canceled.