

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**DRAFT MINUTES FOR April 27, 2020 – 5:30 PM electronically via Zoom**

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In accordance with Executive Order 2020-04 and Emergency Order #12, the Cook Memorial Library Board of Trustees has scheduled a Zoom meeting after its regular monthly meeting for April to discuss urgent business due to COVID-19 pandemic.

- A. Call to order – The meeting was called to order at 5:31 pm by Allie Thompson.
- B. Online meeting guidelines and Board Chair’s statement on meeting compliance with the Right-to-Know Law during the State of Emergency.
- C. Introductions and Attendance:
  - Allie Thompson – present and alone
  - Nate Winship – present and alone
  - Sheryl Power – present and alone
  - Evan Henderson – present and alone
  - Anne Chant – present and alone
  - Skip Nason – present and alone
  - Melissa Donaldson, Recording Secretary – present and alone
  - Melanie Streeter, Selectmen’s Representative – present and alone
  - Mary Cronin, Librarian – present and alone
- D. NH Library Trustees Association roundtable on April 24: Anne Chant – Anne will record the ideas tomorrow. There has been an overwhelming interest. Friday’s meeting was well attended.
- E. Pandemic Policy: See draft – the Board spent a few moments reviewing the draft that Mary has presented. Robin Gordon departed the meeting at 5:42 pm. Allie asked a couple of questions about the policy. #5-Staff – how did we determine the “2 consecutive days” portion? Are consecutive days meaning consecutive days that the library is open, or just two consecutive days? Inability to maintain this minimum level? Mary recommends striking this portion. Allie recommends that it read “An inability to maintain this temporary minimum level....” Allie also has a question about the third paragraph under staffing – long term closure more than 6 weeks – is everyone comfortable with that amount of time? Nate wonders if we should tie a specific number of weeks, perhaps 4 weeks or at the discretion of the director. Mary says perhaps remove the number of weeks and just leave it as long term closure. Anne likes the time frame. The 6 week statement allows for a timeframe that would include a Board meeting. The Board is

comfortable with changing it to closures that last more than a month, and to include a special meeting. Nate made a motion to adopt the policy as amended, Evan seconded.

Nate Winship - yes

Sheryl Power - yes

Evan Henderson - yes

Anne Chant - yes

Skip Nason - yes

F. Selectmen's spending freeze on nonessentials – Melanie reports that we will be checking the revenues at Thursday's meeting. The concern is about tax revenues coming in when the bills go out. The library has received half of this year's funding at this time. Melanie reported on many things that have been cancelled. The Rec. Director has been furloughed. Job descriptions will be updated to include whether the job is considered essential or non-essential in the event of a State of Emergency.

G. Library Director's update: Staff members say they would appreciate knowing if Trustees are planning to reduce hours or staff. Storytime is happening. The kids and parents feel a sense of community, continuity and comfort through the storytimes. 20-30 attend each week. Ideas of follow-ups to storytime are being discussed.

H. Treasurer and Finance Committee update: Review new library budget report showing budgeted and year-to-date income and expenses by funding source. The budget committee met on Sunday to review the budget that was sent out. Items that she considered essential have been marked. Allie feels that many of the decisions we will make later in this meeting will affect this decision. Library Reopening plans will be discussed and we will return to this after.

I. Library Reopening plans: Benchmarks for phasing in services, sourcing and purchasing necessary supplies, training staff. Chris Clyne is here and gave a report on Re-Opening Your Library Best Practices Task Force committee. Chris reported on the meetings of this committee. They are working on a document with their suggested reopening practices to send out to all the libraries in the State. They are looking for guidance from the Governor's Economic Task Force. The Trustees will be getting an update every Thursday. Libraries will likely reopen gradually, and it may vary by regions within the State. The current stage is online. The next stage may allow curbside. After that there may be a limited number of admissions to the library, perhaps by appointment. Start planning for next probable stage. There should be an understanding that stages may have to go backwards if the cases change. They are also waiting for guidance on how to treat library materials when they are returned, whether that is quarantining them, cleaning them, and how to clean. There will be updates weekly from Chris, the Trustee list serve should receive a report every Thursday.

Chris left the meeting at 6:14 pm. Nate would like to know how to get on the Trustee list serve.

Allie feels that we should be able to let the Town know how we will be reopening. Mary feels that we cannot put a date on this, but that following the meetings of the Governor's Task Force would be helpful.

J. Grant opportunity: New Hampshire Humanities will accept applications for grants for libraries with annual budgets under \$500,000. Grants funds came to New Hampshire Humanities through the National Endowment for the Humanities through the CARES Act. Applications will be available May 1, grants will be awarded beginning May 15. Eligible expenses include humanities programming and general operating support. Mary spoke about the time that will be needed to reorganize the Library before reopening. Signage, barriers, and cleaning supplies are all considerations. Nate feels that taking out new materials would be more popular than getting materials returned. Mary mentioned that all the popular items are already out. She feels that they can figure out the staffing internally. She needs to be sure that anyone working is comfortable being in the library. Skip asked if they would be ready to start curbside service in two weeks. Mary feels that it would depend on being able to locate the supplies they need – for example, a motion sensitive soap dispenser. Evan mentioned the possibility of checking staff temperatures when they come in. They will be checking before they come in. Nate feels that decisions about how to proceed should be made at the next regularly scheduled meeting, which is on May 11. Present a timeline to the public stating what the next stage will be, and that the date is to be determined.

It will likely be months before the library returns to regular programming. Chris attended a webinar about reopening, and it spoke about creating a "Coming Back Team". Allie mentioned that Lucy Gatchell may be interested. Sheryl said she would participate. Nate is concerned about there not being any summer rec programs, and will anything be provided for the children in the community? Food program? Mary said that we do not qualify for the feeding program because of our location. Wolfeboro is doing breakfast and lunch all summer long. Melanie informed the Board that the School has been approved for the food program. Mary is concerned that the Library could become the substitute for the Rec Program this summer. Allie asked if the Humanities Grant could apply to any of that? Mary said that there is not a lot of money there, and that it is for humanities programs. The guidelines are not out yet. There may be an online summer reading program coming from the State Library. Summer programming should be included on the next agenda, and a subcommittee should be formed. Sheryl would like to know what furloughed means....Melanie stated that it is a "fancy word for layoff".

Chris mentioned that Primex and the Town Attorney should review the plans for reopening. The Library may need to ask the Selectmen to help with this.

Melanie spoke about John Scruton having been hired as the new interim administrator for the Town.

Anne Chant left the meeting at 7:03 pm.

The discussion returned to the budget (Item H above). Allie feels that we should be good stewards of the money at this time. Skip did not have anything significant that jumped out at him. Nate is satisfied. The color coding is appreciated.

Most of the town funds pay for essential items. The Tamworth Foundation has indicated that they are available to help if the Town needs anything. The acquisition of some materials can be slowed down. There is money for replacing storm windows under the special projects line. We can wait on that expense. Mary's health insurance and retirement should be included in the essential items. The biggest item that we could adjust would be staffing. Mary is hesitant to reduce the IT portion too much. She is concerned that we may need some new equipment that we do not know about at this time. We may be able to ask the Foundation for some of this equipment. Melanie reports that FEMA can return some funding for items that are necessary due to the pandemic. Mary will speak to Chief Colcord about this. Other parts of the budget that may be discretionary are buildings and grounds items, such as floor cleaning. Melanie mentioned that instead of cutting items, perhaps put some items on hold. Mary will mark them as hold.

Melanie mentioned that Troop E parking lot has become a Covid testing site. You will still need a doctor referral. Wifi at the South Tamworth Fire Station is not likely possible, as it is a shared line. The School informed the Selectmen that if the children had trouble with Wifi, they were given hotspots. The Selectmen have had discussions about purchasing thermometers for the different locations in town.

#### K. Public Comment

Discussion about who is going to attend the nonpublic session is held. Melanie and Melissa will leave the meeting. Allie will take the minutes.

L. Nonpublic session per RSA 91-A:3, II(a) – Evan made a motion to go into non-public at 7:46 pm, Nate seconded.

Allie Kaplan-Thompson - Yes

Nate Winship - Yes

Evan Henderson - Yes

Skip Nason – Yes

Sheryl Power – Not present

Anne Chant – Not present

Robin Gordon – Not present

At 7:47 pm the Board entered a non-public session citing RSA 91-A:3, II(a) to discuss a plan for reducing staffing. The public session reconvened at 8:19 pm and, after discussion, no motion was made to seal the minutes.

M. Adjournment – Nate Winship made a motion to adjourn at 8:24 pm, Skip Nason seconded.

Next Trustees' Meeting: Monday, May 11, 2020, 5:30 PM, meeting method to be determined

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary