

# LIBRARY TRUSTEES' MEETING

June 8, 2020

## **PRESENT**

Kathleen Norton, Martin Isaks, Cindy Jury, Natalie Ducharme. Kathleen Norton called the meeting to order at 5:41 PM.

## **MINUTES**

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the public meeting minutes for May 4, 2020. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the non-public meeting minutes.

## **TREASURER'S REPORT**

The Treasurer's report was tabled.

## **OLD BUSINESS**

*The first order of Old Business was curbside pickup and returns*

Ms. Ducharme reported the first week of curbside pickup went well. Customers are pleased and the process is running smoothly. The trustees expressed their pleasure with Curbside Pickup promotion, especially the SCTV-17 video which helped get the message to the community.

*The second order of Old Business was remodeling workstations – phones and receipt printers*

Ms. Ducharme reported the necessary workstations have been reconfigured so staff can perform circulation duties at several workstations. This change allows for social distancing for staff and flexibility for scheduling.

*The third order of Old Business was Salemfest*

Ms. Ducharme presented the Salemfest committee request, to use the library and grounds for Salemfest. The Trustees discussed at length the health and safety of attendees. The Trustees decided the library would not participate in Salemfest this year and directed Ms. Ducharme to respond to the Salemfest committee.

*The third order of Old Business was Purchasing Card (Credit Card) from Town*

Ms. Ducharme reported that the purchasing card has been issued by town.

*The third order of Old Business was the childrens position*

Ms. Ducharme expressed the need to move forward with filling the position and the trustees voiced their support of this. The initial round of interviews would be conducted via Zoom.

## **NEW BUSINESS**

*The first order of New Business was reopening to the public*

Ms. Ducharme reported that she and department heads would begin work on a plan that would allow for limited customers in the building during limited hours. The trustees feel strongly that public and staff safety should be prioritized in this plan.

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*The second order of New Business was possible COVID-19 related expenses may be eligible for reimbursement through town.*

Ms. Ducharme presented a report of COVID-19 related expense thus far. The Trustees reviewed the expense report. A copy of the expense report has been sent to town.

*The Third order of New Business was EFLMA and ESICK time for employees.*

Ms. Ducharme presented the revised FLMA regulations and ESICK information. The Trustees reviewed these documents.

*The fourth order of New Business was the 2021 budget.*

Ms. Ducharme reported Town has not set the fall schedule for the budget process. Ms. Ducharme stated she would like to delay work on the 2021 budget until after the reopening to public plan is finished. The Trustees voiced their approval of this delay.

## **DIRECTOR'S REPORT**

The Trustees reviewed the printed report for May

## **TRUSTEE MATTERS**

There were no Trustee Matters

## **PUBLIC MATTERS**

There were no Public Matters

## **DATE AND TIME OF NEXT MEETING**

The Trustees set the date and time for the next meeting:

-Monday, July 20th at 5:30PM via Zoom

## **NON-PUBLIC MEETING**

Cindy Jury moved that the Trustees move into a non-public session pursuant to RSA 91A:3IIa, pertaining to personnel. Martin Isaks seconded. Cindy Jury asked for a roll call vote: Kathleen Norton voted in the affirmative, Cindy Jury voted in the affirmative, and Martin Isaks voted in the affirmative. The motion to move into non-public session passed and the Trustees moved into non-public session at 6:45

## **ADJOURNMENT**

The Trustees adjourned the meeting at 6:55 PM.