



22 Dalton Road

Trustees of The Mary E. Bartlett Memorial Library

Brentwood, New Hampshire 03833-6000 642-3355
(603)

Tracy Waldron, Chair James Clark, Treasurer Lynn Austin, Secretary Liz McConnell Greg
Coppola Brian Duffy, Alternate Doug Mansfield, Alternate Tom Walker,
Alternate

Meeting Minutes Monday, March 16, 2020

Trustees attending: Tracy Waldron, Jim Clark, Liz McConnell (by phone), Lynn Austin, Greg Coppola From
the Library: Janice Weirs, Library Director
Others: Alternate Trustees Brian Duffy, Tom Walker

Tracy called the meeting to order at 6:05 pm, welcoming Lynn and Greg as newly elected trustees. Tracy will send a letter to the Board of Selectmen requesting that Tom Walker be appointed as an alternate trustee, and that Brian be re-appointed as an alternate trustee. She will reach out to Doug to see if he is still willing to be our third alternate.

Board officers were elected as follows: Chair-Tracy; Secretary-Lynn; Treasurer-Jim.

On a motion from Jim, with a second by Lynn, the minutes of the 2/10/2020 trustee meeting were unanimously passed.

DIRECTOR'S REPORT

Janice presented her monthly Directors Report, noting:

1. Based on her initial research, automating the front doors is estimated to cost between \$3-\$6,000; grant opportunities are likely available to help offset this expense. Lynn commented that we may be able to use impact fees as well.
2. The spring NHLTA (NH Library Trustee Association) conference has not yet been canceled. Trustees are encouraged to attend.
3. Janice dropped off the audit at the town office this morning

OLD BUSINESS

Old business was tabled in order to address the more urgent topic of the COVID-19 pandemic and its impact on the library's mission and operation.

NEW BUSINESS

The NELA (New England Library Association) and NH State Library public library closure statements/recommended guidelines were shared and discussed. To mitigate the spread of the COVID-19 virus, and in the interest of public health and well-being, 88 libraries across the state have curtailed operations in some manner as of this evening.

Janice stated that this afternoon, over the course of just a couple of hours, she and staff member Katie Coppola distributed 103 library books/materials via curbside delivery to patrons who had sent requests via email or phone. Janice confirmed that all scheduled MEB library programs and events for March and April have been canceled.

Lengthy discussion followed regarding various temporary curtailed operation strategies that could be implemented effective immediately, while still being able to offer library services/resources to our patrons. The importance of maintaining our collection development and Summer Reading Program development efforts, as well as conducting the necessary day to day business operations, were discussed.

The board and Janice agreed to follow the below curtailed operations guidelines through Monday, April 6th, at which time the board will meet re-evaluate and adjust as needed:

- Immediately close the library to public access
- Message patrons to remind them about the free online library-related platforms they can utilize to access and download library books, etc.
- Offer curbside delivery of library materials for four hours on Wednesdays and Saturdays until April 6, with Janice being onsite to oversee and assist with this effort.
- Janice, as director, and Heather, as Asst. Director, are the only salaried employees; they will continue to work as normal. They can work in the building, as well as remotely/from home via logging into the library's computer system.
- The library phone is to be forwarded to Janice/Heather if/when they are working remotely
- Hourly employees will be scheduled to work as/if needed as determined by Janice until April 6th.
- Joyce K. will be scheduled to work for library cleaning, inventory, and processing incoming materials so that the collection does not fall behind; Janice will check to see if orders and temporarily be delivered to Joyce K. instead of the library building
- Patrons will be instructed to keep library materials for 30 days instead of 7-14 days and to refrain from dropping off library materials via the book return bin.
- Janice will block off the book return drawer on the outside of the building
- Processing ILL requests and returns will stop immediately

Lynn made a motion that the library immediately close to the public, and that access to library resources be conducted via curbside delivery on Wednesdays from 2pm – 6pm, and Saturdays from 10am – 2pm, and that the above bulleted operating guidelines be followed through April 6, 2020. Jim seconded the motion. Motion passed unanimously.

Janice will send out a public announcement regarding the above temporary arrangements, noting that the trustees will meet on April 6 to re-evaluate these measures. This information will also be posted on the MEB website, and the two Brentwood FB pages.

Lynn stated the MEB By-Laws have not been reviewed or updated since 2005. In the months ahead, we will review and update them as needed. All agreed to review the Trustee By-Laws that are published on the MEB website, and to research other NH public libraries' By-Laws to see what we may want to include in ours, etc.

Janice stated that Jaffrey, NH town library has a pandemic policy; she will send it to the board for discussion at our next meeting.

Discussion followed regarding the need to avoid any real or perceived conflict of interest since Greg is married to an MEB library employee. Whenever the board needs to go into a non-public session per NH RSA Section 91-A:3,II(a), (b), or (c) for a staff-related discussion, Greg will remove himself from the meeting room until the remaining board members come out of nonpublic session.

Next meeting: Monday, April 6, 2020 at 6:00 PM.

On a motion by Jim, with a second by Liz, the meeting adjourned at 7:14 pm. Respectfully

submitted, Lynn Z. Austin - Secretary