

New Durham Public Library Trustees' Meeting
March 16, 2020 7:00 pm
New Durham Public Library

Members Present: Richard Leonard, William Meyer, John Michaud, Patrice Mitchell

Absent: Lee Newman

Others Present: Cathy Allyn, Library Director

Call to Order: Chairperson William Meyer called the meeting to order at 7:00 pm. The Board welcomed new member Patrice Mitchell.

Approval of Minutes: February 4, 2020

Motion by Chair Meyer to approve the minutes of February 4, 2020, as written; second by Rich Leonard. The motion carried unanimously.

Agenda Review: There were no changes.

Public Input: None

Financial Report: Mr. Leonard, Treasurer.

Mr. Leonard reported that accounts are reconciled, all bills are paid, and all credit card statements have been entered into Quicken. He noted a balance of \$17,305.86 in the operating account, which does not reflect the bills he paid on March 16, 2020. The Trustees' account has a balance of \$10,922.30, which does include the most recent deposit.

The request for the first installment of the library's operating funds has been submitted to the Town.

The complete financial report was available for review.

Motion by John Michaud to accept the financial report; second by Chair Meyer. The motion carried unanimously.

The Trustees signed the invoice register.

Election of Officers:

Motion by Chair Meyer to approve a slate of officers comprised of William Meyer as Chairperson, Rich Leonard as Treasurer, and Patrice Mitchell as Secretary; second by Mr. Leonard. The motion carried unanimously.

Director's Report and Informational Items: Library Director Cathy Allyn.

Ms. Allyn noted reduced attendance and number of classes held for the month of February, due to three snow days, an early closure, school vacation, and illness in the general population.

She indicated she had written Keith Curtis of AAA Water a thank-you note for monies he put toward the library's heating bill.

She updated the Board on a meeting with Rotary member Hunter Taylor and Sue Cagle of UNH Cooperative Extension regarding activities for the Summer Reading Program provided for by the grant, reported that the new CriCut is being put to excellent use, and indicated she had participated in several webinars created specifically for rural libraries.

Policy Reading – Pandemic Preparedness:

Chair Meyer stated that, in view of the extraordinary circumstances surrounding the Covid19 virus, the Board would need to adopt the Pandemic Preparedness Policy presented by Ms. Allyn without benefit of a second reading.

Ms. Allyn explained that she had taken the vast majority of the policy from guidelines from the American Library Association, but in the days that have followed since she first wrote it up, information and the overall situation regarding the pandemic have changed, and she disagreed with the library staying open if the public schools close.

Mr. Leonard recommended shutting down the library completely for two weeks, with no limited services provided. Ms. Mitchell said the community was used to the library being closed when the school was closed for snow days.

Discussion ensued regarding the lack of knowledge surrounding the virus, including its length of viability on surfaces. The consensus of the Board was to close completely, without limited services, through Saturday, April 4, 2020, which follows school closure.

Ms. Allyn said that employees were working from home and coming in to the library, without interaction, to work on various projects. Regarding compensation, the Board agreed to treat the situation the same as other times when the library needs to be closed (i.e. snow days) and pay employees their full wages. Mr. Leonard suggested the subject could be revisited if closure was extended for a long duration.

The Board amended the draft wording in *Section IV – School Closure Due to Pandemic* of the Pandemic Policy to read:

“In the event that the Governor Wentworth Regional School District closes due to pandemic illness, the New Durham Public Library will close, also. All library programs, special events, and meeting room reservations will be canceled. Limited services (“porch” service for faxing, copying, and book check-out) may be provided at the discretion of the Director or designee. Inter-library loan may be suspended.”

Motion by Chair Meyer to accept the Pandemic Preparedness Policy, as amended; second by Mr. Michaud. The motion carried unanimously.

Schedule Next Meeting:

The Board scheduled its next meeting for Tuesday, May 5, 2020, with the possibility of an earlier meeting, as necessary.

Adjournment:

Motion by Chair Meyer at 7:52 p.m. to adjourn; second by Mr. Leonard. The motion carried unanimously.

Respectfully submitted,
Cathy L. Allyn