

Minutes of the Abbott Library Emergency Trustee's Meeting
Abbott Library, Sunapee, NH
March 15, 2020

In attendance were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Susi Churchill (on conference call/speaker), Treasurer, Peg Lesiak, Secretary and Scott Rapoport.

Alternates: Suzanne Tether, Jon Reed

Library Director: Mindy Atwood

Others: Betsy Bowen

I. Chair's Remarks

The meeting was called to order by Carol Brudnicki at 6:27 pm, Sunday, March 15, 2020. Carol indicated Jon is sitting in for the open Trustee position.

Carol stated that the reason for the emergency meeting was to determine the library's response to the COVID-19 outbreak. Peg reviewed RSA 91-A, the "Right to Know" law regarding emergency meetings and physical presence vs. conference calls for meetings.

II. Abbott Library response to the COVID-19 outbreak

- The Governor of New Hampshire, earlier in the day, closed all public schools across the state for three weeks, beginning Monday, March 16 through Friday, April 3, in order to try to lessen the spread of the corona virus. During this discussion, it was noted that some libraries were also beginning to post closing notices.
- Following discussion, the Trustees outlined the following approaches to safeguard staff, patrons and the public, while still being able to provide some services during this unprecedented time:
 - The library building will be closed starting Tuesday, March 17, 2020 until at least April 3, 2020.
 - During this time period, the Activity room will be open to patrons during designated hours for the use of three computers. Patrons will enter through the outside entrance directly into the Activity room. No restroom facilities will be available.
 - During designated hours, a minimum of two staff will be in the building. Phone assistance will be provided when and/or if possible to help people access online resources or to help with tech issues.
 - All current online resources are available to patrons.
 - All items currently checked out will have a due date of April 6.
 - Patrons may reserve books, videos, DVD's, etc. online, call the library to request these items, or fill out a form to make their request. Curb side pick-up at designated hours will be made available.
 - The backpacks will be made available for one-time usage during this period.
 - The Gap Bags will continue to be available. Thank you to the Friends for their support of this program.
 - Internet service will continue to be available in the library parking lots.
 - At this time, all programs and events scheduled to be held at the library are cancelled until April 3.
 - The staff will be paid during this period whether working in the building or working from home.
 - All the above will be reviewed as needed and/or extended as needed.

Carol made a motion to accept the above emergency plan. This was seconded by Jane. By roll call vote, the motion passed unanimously.

- Mindy indicated that she will be using multiple online vehicles (newsletter, Facebook, Instagram, postings at the library, etc.) to communicate the above.
- The Trustee meeting previously scheduled for Thursday, March 19th, has been cancelled.

III. Adjournment

Jon made a motion to adjourn, seconded by Suzanne. By roll call vote, this was unanimously passed.

The meeting was adjourned at 7:30 pm.

Respectfully Submitted

Peg Lesiak, Secretary

March 16, 2020