

Langdon Library Board of Trustees Meeting Minutes April 16, 2020

This meeting of the Langdon Library Board of Trustees was held virtually using the jitsi platform over the Internet. The meeting started with the reading of the following statement by Library Director Lara Berry:

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Langdon Library Board of Trustees is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Jitsi platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Jitsi platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1.512.402.2718 PIN 514994459# and password langdon, or by clicking on the following website address:

<https://meet.jit.si/LangdonLibraryTrusteeMeetingNewingtonNH>.

b) Providing public notice of the necessary information for accessing the meeting;

We previously gave notice to the public of how to access the meeting using Jitsi, and instructions are provided on the Langdon Library website at:

<https://www.langdonlibrary.org/about-us/trustees/>

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem, please call 603-254-5085 or email at: director@langdonlibrary.org.

d) Adjourning the meeting if the public is unable to access the meeting.

In the even the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote

Note that the meeting began by the taking of a Roll Call attendance, with each of the attendees stating that they were alone in the room or if there were others in the vicinity, they were not listening in to the meeting. No other non-trustees dialed in or logged-in during the meeting.

Present: Trustees Jack O'Reilly (JO); David Turbide (DT), Lillian Wilson (LW), Peter Welch (PW), Catherine Hazelton (CH); Library Director Lara Croft Berry (LCB)

Meeting called to order by JO at 1:30

Treasurer's Report: LCB is I'm working remotely with the bookkeeper to create the report and will send it to trustees as soon as it's done.

Director's Report – The library building is closed and all on-site programs are suspended until the library can re-open. There were discussions about when to re-open and how to manage the re-start. The trustees agreed that we should re-open the library when the governor lifts the stay-at-home order (not necessarily when school resumes or at the end of the normal school year as current policy would suggest). LCB and the staff are working out the procedures for how to re-open, how to handle de-contamination of returned materials, etc. There is a lot of conflicting advice out there from very credible sources so this issue needs more discussion and planning.

LCB reviewed what all of the staff members had been doing during the shut-down and the many new and expanded remote services and offerings that have been put in place. The library has done a great job of communicating with patrons to make them aware of what is available. LCB is planning to issue a special newsletter very soon, in recognition of National Library Week, to let all of the library's patrons know how hard the staff has been working in their behalf these last few weeks.

By general acclamation, the trustee board reiterated that it wants to keep the core staff members employed during the shut-down, doing what they are doing for the library and the residents of Newington, and not consider layoffs or furloughs.

Staff Recognition: in recognition of National Library Week, the board authorized CH to purchase and distribute small gifts to the permanent staff members "core four", as we have done in the past, up to a total of \$70. Moved by LW, seconded by JO, approved by roll-call vote 5 – 0.

Parking Lot Expansion: PW reported that he has obtained a revised (final) plan that includes some minor changes to handicap access accommodations, lighting, drainage, and other small adjustments. PW wants to confirm that the town has the money available before signing a contract to get the work started. JO opined that that should not be a problem but agreed to confirm that anyway. PW is already authorized to go out for bids and sign a contract when appropriate.

Old Business: Moved by DT, seconded by CH to approve the contract renewal for LCB that was discussed and approved during budget discussions and finalized after performance evaluations and performance review in March. Passed by roll-call vote 5 – 0.

Board meeting adjourned - moved by JO, seconded by DT, passed 5-0 by rollcall vote at 2:32 PM

Next Meeting: to be scheduled at a later time when we have a better idea about re-opening

Respectfully Submitted: David A Turbide, board secretary