

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](mailto: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 Cathy Hazelton (CH), Jack O'Reilly (JO), Peter Welch (PW), Director Lara Croft Berry (LCB)

**Meeting called to order** by chair CH at 1:31 PM

**The first order of business** was to approve the minutes from our last virtual meeting on May 7, 2020;. Moved by JO, seconded by PW, with the minutes approved by roll-call vote 3 – 0.

**Library Reopening:** Detailed discussion lead by LB and summarized below:

- The library will not be opening for a while
- Patron services will be starting with curbside pickup
- There have been reasonable staff concerns. LC has been including their input in decisions
- The library will not open before others-strong support and agreement from trustees
- Any and all actions taken maximize staff safety
- Not all building sections will be open initially. LC is looking at seating arrangements/types
- No ILL until majority of libraries are open
- No decision from the rec committee on a summer program. It is doubtful.
- Will masks be made mandatory for patrons? Needs to be looked into.
- The number of patron in the building at the same time will be limited-strong LBOT agreement
- Will we need to do employee screening? Not mandated by the state.
- Need to get policies written on pandemic actions and to require employees to “stay home if you’re sick” In the interim it was moved by PW and seconded by JO to authorize the Library Director to require an employee not to report to work if ill. The motion passed 3-0 on a roll call vote.
- LC presented a Staged Reopening plan to the trustees. It was moved by JO and seconded by PW to accept the plan. The motion passes 3-0 on a roll call vote.
- There are times when LC needs to let non-staff into the building although not in our guidelines. It was moved by PW and seconded by JO to allow the Director to permit others into the building at her discretion. Motion passed 3-0 on a roll call vote.

**Building Cleaning Contractor:** LC is looking into hiring a replacement company. One is not currently really needed. PW expressed a concern of waiting too long so when the economy recovers there will still be contractors available.

**Lawn Care:** LC has found a local company that will do organic lawn care. It was acknowledged that the cost for lawn maintenance will increase about \$600 to be organic. It was moved by PW and seconded by CH to authorize the Director to hire Organic First Law Care for our lawn maintenance. Motion passed 3-0 on a roll call vote.

**Parking Lot Addition:** PW has informed our architect that we are delaying the project but still want copies of all necessary documents. They haven’t been received yet so PW will remind them.

**Next Meeting:** June 15<sup>th</sup> at 1:20 on Jitsi

**Adjournment:** Meeting was adjourned at 3:15 on a motion by JO, second by PW and a 3-0 roll call vote.

**Respectfully Submitted:** Jack O’Reilly