

# **WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**

## **June 18, 2020 Virtual Special Meeting Minutes**

Sandra Hurd read the required COVID-19 Public Meetings via Electronic Media Notice.

Roll Call: Attendee's stated their name and indicated if anyone was present in the room with the attendee (as required under the Right to Know Law) - Trustees: Mike Babylon (alone), Sandra Hurd (alone), Doug Smith (alone), Candace Thayer (alone), Linda Wilberton (alone); Alternate Trustee: Deborah Long-Smith (alone); Library Director: Cindy Scott (alone); and Library IT Coordinator: David Baker (alone). The Board of Trustees meeting was called to order at 2:05 pm.

**Public Input:** There was no public input at this time.

### **Reopening Strategies & Planning – Discussion & Approval:**

#### **Phased Reopening of Library Services**

Cindy made adjustments to the Wolfeboro Public Library's phased reopening based on the Governor's Economic Reopening Task Force plan.

- Phase 1 and 2 remain unchanged.
- Phase 3 – additional details have been added.
- Phase 4 – allowing small, socially distancing meetings.

Doug made a motion to adopt the revised Phased Reopening of Library Services draft plan dated June 15, 2020, and Candy seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candy Thayer (yes) and Linda Wilberton (yes) all voice voted yes and the motion carried.

#### **Reopen to Public Planning**

The Trustees reviewed the Reopen to Public Planning draft. Additional precautions will be in place based on Public Health and State Task Force guidelines to ensure the safety of staff and the public. Some items addressed were:

- The Library will reopen with regular hours on **July 29, 2020**.
- Curbside service will continue once the Library reopens.
- Plexiglass guards are installed on the circulation desk.
- Stack areas will be marked with directional symbols.
- Patrons will be requested to wear face masks; all Library staff will wear masks.

- Personal Protective Equipment (PPE) will be available to patrons (gloves, masks, sanitizers)
- A greeter will be at the entrance to hand patrons a guideline sheet.
- Three computers that will be available to the public at this time will be sanitized following one-hour usages.
- Two employees will man the circulation desk; another the telephone with another as backup; and Cindy, Barbara Widmer - Assistant Director and Children's Librarian, and Joyce Davis - Adult Services Librarian will be available in the common areas.

Linda made a motion to accept the Reopen to Public Planning draft and Doug seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candy Thayer (yes) and Linda Wilberton (yes) all voice voted yes and the motion carried.

#### **Other Business:**

- Candy highly recommended reading the Reopening NH Libraries Task Force Best Practices Document on the NHLT website: <https://www.nhlta.org/>
- In order to follow social distancing protocol, some furniture will be temporarily moved into the Bradley meeting room.
- On Wednesday, Cindy was on the Carroll County Library Cooperative Director call to continue to gather information on reopening protocol etc.
- Deborah raised the question on capacity numbers upon reopening: Cindy confirmed that the adult area, at 50% capacity, is 36 adults, and the main area in the children's room will be no more than 10 to 15 patrons at a time.
- Upon reopening, staff will frequently sanitize throughout the day, and the custodian will be sanitizing twice a day for two weeks (before opening in the morning and in the early afternoon).
- Linda made a motion to reopen the Library on June 29, 2020, Doug seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candy Thayer (yes) and Linda Wilberton (yes) all voice voted yes and the motion carried.
- The Library is usually closed on Thursday/Friday during the Fourth of July holiday. The Trustees voted to keep the Library open on Friday, July 3 and closed on Saturday, July 4. Full-time staff who would get a paid holiday will be able to take a floating holiday. Doug made a motion to allow full-time staff who get a paid holiday to take a floating holiday in July. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candy Thayer (yes) and Linda Wilberton (yes) all voice voted yes and the motion carried.

Linda made a motion to adjourn the meeting and Doug seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candy Thayer (yes) and Linda Wilberton (yes) all voice voted yes and the motion carried. The meeting adjourned at 2:42 pm.

Respectfully submitted,  
Sandra Hurd  
Secretary

**Upcoming Meetings/Events:** Regular Trustees Meeting – July 13, 2020