

Emergency Meeting
Littleton Public Library Board of Trustees

March 16, 2020

IN ATTENDANCE: Jani Fillion (Chair), Judy JonesGirouard (Vice-Chair), Mary Swinyer (Treasurer), Dawn Hatch, Sara MacIver, Judith Dean, Bryan Koplou, Meagan Carr (Director)

EXCUSED: Kim DeLutis, Kevin Hastings

CALL TO ORDER: Jani Fillion (Chair) at 5:02 P. M.

Fillion stated that the purpose of the meeting was to discuss the closure of Littleton Public Library to coincide with the Governor's mandate that all schools close until April 6, 2020 in hopes to mitigate the spread of the Coronavirus. Fillion then read a couple of announcements published by other NH Libraries that had made that decision prior to the Governor's mandate. Meagan will use the format that explains to the patrons that it is in the best interest of our patrons, staff, volunteers and community. Notices will be placed on our front and rear doors, the Library website and Library Face Book page. Updates will be made as needed.

Fillion then deferred to Carr to explain her thoughts and recommendations. Carr had previous to the call to close, made the decision to cancel all story times until further notice. Other activities discussed were curb side pick-up work from home possibilities, and personnel issues related to PTO and payroll.

Dean made a motion that all staff be paid without need to use PTO time. JonesGirouard seconded the motion. Motion approved.

Carr asked about staff being able to work from home. Discussion regarding work from home opportunities as well as staffing needs onsite resulted in a motion from Dean and seconded by Hatch to authorize Carr to set up staff so all could work from home and assign a schedule for minimal staff hours at Library to meet need. Motion approved.

Carr suggested that due to the fact that our population is isolated, curbside pickup was a necessary service for our patrons. Returns from patrons will be handled by gloved staff retrieving books, disinfecting them and leaving out of circulation for a minimum of 3 days in the program room.

Jani asked where we were in the process of offering Hoopla. Meagan said that she had done everything but pay for the service. After discussion, Koplou made the motion to pay for the service in the amount of \$2,000 rather than the original \$1,000 approved by the Board at the February meeting. Motion seconded by Hatch. Approved.

Meagan assured that she had a folder that covered all functions and succession of employees.

Bills need to be paid by check which Swinyer signs every other week. JonesGirouard to confirm other signers (Fillion, MacIver) so there will be no interruption should Swinyer not be available.

Koplow made a motion that we table the upgrade of lighting until a later date. Second by Dean. Approved.

Fillion made a motion that we cancel the March monthly meeting. Second by JonesGirouard. Approved.

With no further items to discuss at this time, Fillion adjourned the meeting at 6:45 P.M.