Barrington Public Library
Board of Library Trustees Emergency Meeting
March 16, 2020
Approved meeting minutes

Lindsey Maziarz, Chair of the BPL Trustees called an emergency meeting per RSA-91-A2 which allows members to participate remotely. Three Trustees participated remotely through Zoom.

Present: Trustees: Lydia Cupp, Susan Frankel, Karolina Bodner, and Robert Drew, Melissa Huette (Library Director), and guest Wendy Rowe (BPL Library employee), in attendance through Zoom
Trustees: Lindsey Maziarz, Leigh Elliott, and Karen Towne

The meeting was called to order at 6:07

-State of Emergency in NH
Discussion on State of Emergency in our state in response to Coronavirus pandemic. At the time of the meeting the Town of Barrington was still running as usual. All Trustees gave updates on their work status. Melissa mentioned the Library was very busy today and was concerned with this and the recent state of emergency and CDC recommendations of social distancing. She decided to close the library at 3:00 to discuss concerns and options with staff and bring ideas to this meeting.

-Curbside delivery of Books
Melissa discussed a curbside option for patrons to take out library books. NH state officials have recommended sanitizing books with disinfectant wipes. All BPL books that have been returned have gone through this process in the Children’s room. The Children’s room as a result was closed to the public when the library was open. All puppets, creation kits, and magazines will now not be able to be checked out as they can’t easily be disinfected. A discussion took place on how to let the public know about the curbside delivery and the reasons behind it. Melissa described the logistics of the curbside pick up of Library books. Patrons will reserve books online or by phone. They will mention who will be picking up the books and give permission for them to do so if it isn’t the patron themself. Whoever picks up the books must have a picture identification and/or library card to assure confidentiality. The hours will be 12:00 to one hour before closing. The daily hours will be posted with the announcement of the curbside service. This information can be sent out this evening or tomorrow morning. Twenty four hours may be needed to process these orders. Patrons will be notified when their books are ready. When patrons arrive at the library they should call staff to deliver the books outside to their cars. Books can be returned to the outside book bin or given to staff when they are delivering books. All due dates are now April 6 and no overdue fees will be charged for the last two months.

-Status of other Library services
-The meeting room is closed for all scheduled meetings
-All programs are cancelled through April 6
-No home delivery of books
-Melissa will put more money toward Hoopla so more resources will be available electronically
-Leigh suggested having video tutorials on how to use online resources on the Library Website.
-Only library staff is allowed in the library no volunteers
-No book donations accepted
Library Staff
Discussion on if there is a total closure of the Library will staff continue to get paid. This will be researched by Lindsey. She will check with Susan Gaudiello and Connor McIver.

Library Closure
Lindsey made a motion that the BPL Library will be closed to the public from March 17-April 6 operating with limited hours and services available, Susan seconded, and all voted in favor.

Online meetings
Lydia asked about Trustees meeting remotely on Zoom. Susan will research this through NHLTA.

Trustees agreed that Melissa has the authority to make changes if needed in regard to the closure of the Library.

Lindsey made a motion to adjourn the meeting at 7:20, Susan seconded, and the motion passed by a voice vote.

The next meeting will be determined by Chair Lindsey Maziarz

Notes taken by Lydia Cupp Secretary

2020-March 16-Trustee Emergency Meeting Minutes – approved stb-edits.docx