

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES EMERGENCY MEETING
For the purpose of discussing Pandemic Policy and Pandemic Service Plan
Thursday, June 11, 2020 at 5:30 pm

Due to the COVID-19 pandemic and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically. The public has access to contemporaneously listen and participate in this meeting through video conferencing at <https://global.gotomeeting.com/join/178169237> or by phone by calling +1 (786) 535-3211 and using access code 178-169-237. For technical problems, please call (603) 526-4656 x4.

The meeting was called to order by Chair Eula Kozma at 5:30pm. Chair Kozma thanked the trustees for attending on short notice.

Present via digital video roll call: Director Sandra Licks, Eula Kozma (Chair 2021), Nancy Mahar (2022), Kim Bonin (2022), Marianne McEnrue (2023) and Steve Solomon (2023)

Absent: Wendy Dumais (2021), Gordon Terwilliger (2021)

Library Director Sandra Licks stated the Personnel & Policy Subcommittee had met, reviewed and revised both *Tracy Memorial Library Pandemic Service Plan* and *Tracy Memorial Library Pandemic Policy* and subsequently submitted to legal counsel for review and advice. There were several small changes and the revised text of the two documents is presented to the trustees for approval.

There was discussion and the following changes were made to *Tracy Memorial Library Pandemic Service Plan* by the trustees.

1st change (original text) section IV. part A.

IV. Tiers of Service

A. Virtual Services

Virtual Services may include but are not limited to the digital collection of eBooks, Audiobooks and magazines, on-demand 24/7 learning and research databases, on demand 24/7 virtual programming, live video-conference programming, chat/email/phone reference services.

- ~~1. Sole access point for Library services~~
- ~~2. Primary access point for Library services with minimal in-person access~~
- ~~3. Supplemental access point for Library services~~

1st change (revised text) section IV. part A.

IV. Tiers of Service

A. Virtual Services

Virtual Services may include but are not limited to the digital collection of eBooks, Audiobooks and magazines, on-demand 24/7 learning and research databases, on demand 24/7 virtual programming, live video-conference programming, chat/email/phone

reference services. Access to, and content of, virtual services may be modified by the Director as circumstances require.

A MOTION TO ADOPT the change of section IV. part A. to *Tracy Memorial Library Pandemic Service Plan* was made by Marianne McEnrue. Steve Solomon **SECONDED** the motion. The roll was called for approval: Eula Kozma YES, Marianne McEnrue YES, Steve Solomon YES, Kim Bonin YES, Nancy Mahar YES.

2nd change (original text) section IV. part G., number 3.

IV. Tiers of Service

G. Community Outreach

3. Allowance of limited gatherings for organizational visits and home delivery, according to social distancing requirements

2nd change (revised text) section IV. part G., number 3.

IV. Tiers of Service

G. Community Outreach

3. Allowance for staff visits to outside organizations and home delivery, according to social distancing requirements

A MOTION TO ADOPT the change to *Tracy Memorial Library Pandemic Service Plan* section IV. Part G., number 3. was made by Marianne McEnrue. Steve Solomon **SECONDED** the motion. The roll was called for approval: Eula Kozma YES, Marianne McEnrue YES, Steve Solomon YES, Kim Bonin YES, Nancy Mahar YES.

A MOTION TO ADOPT *Tracy Memorial Library Pandemic Service Plan* was made by Marianne McEnrue. Steve Solomon **SECONDED** the motion. The roll was called for approval: Eula Kozma YES, Marianne McEnrue YES, Steve Solomon YES, Kim Bonin YES, Nancy Mahar YES.

Tracy Memorial Library Pandemic Policy was discussed and it was agreed 3 changes were in order for clarification.

1st change to (original text) section IV.

~~IV: School Closure Due to Pandemic~~

~~In the event that the Kearsarge Regional School District is closed due to pandemic illness, Tracy Memorial Library will remain open, but with reduced hours and services, unless one of the aforementioned requirements for closing is also met. All Library programs, special events, and meeting room reservations will be canceled. Hours will be reduced and services will be restricted on any day in which Kearsarge schools are closed due to pandemic-related illness.~~

1st change (revised text) section IV.

Completely delete entire section IV and renumber those after.

A MOTION TO ADOPT the change to section IV. of *Tracy Memorial Library Pandemic Policy* was made by Marianne McEnrue. Steve Solomon **SECONDED** the motion. The roll was

called for approval: Eula Kozma YES, Marianne McEnrue YES, Steve Solomon YES, Kim Bonin YES, Nancy Mahar YES.

2nd change to (original text) section V.

V. Staffing

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the Library during all open-hours with a maximum 8-hour workday and 40-hour workweek per full-time employee, and no more than 28-hour workweek per part-time employee.

2nd change (revised text) section V.

V. Staffing

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the Library during hours open to the public with a maximum 8-hour workday and 40-hour workweek per full-time employee, and no more than 28-hour workweek per part-time employee.

A MOTION TO ADOPT the change to section V. of *Tracy Memorial Library Pandemic Policy* was made by Marianne McEnrue. Steve Solomon **SECONDED** the motion. The roll was called for approval: Eula Kozma YES, Marianne McEnrue YES, Steve Solomon YES, Kim Bonin YES, Nancy Mahar YES.

3rd change (original text) section VII.

VII. ~~Prioritization~~ of Services

~~Priority will be given to~~ the following essential services:

- Information services for the public, via phone, email and online;
- Accounts payable;
- Payroll;
- Facility maintenance.

3rd change (revised text) section VII.

VII. Essential Services

The following are essential services:

- Information services for the public, via phone, email and online;
- Accounts payable;
- Payroll;
- Facility maintenance.

A MOTION TO ADOPT the change to section VII. of *Tracy Memorial Library Pandemic Policy* was made by Marianne McEnrue. Steve Solomon **SECONDED** the motion. The roll was called for approval: Eula Kozma YES, Marianne McEnrue YES, Steve Solomon YES, Kim Bonin YES, Nancy Mahar YES.

A MOTION TO ADOPT *Tracy Memorial Library Pandemic Policy* was made by Marianne McEnrue. Steve Solomon **SECONDED** the motion. The roll was called for approval: Eula Kozma YES, Marianne McEnrue YES, Steve Solomon YES, Kim Bonin YES, Nancy Mahar YES.

Director Sandra Licks informed the trustees that today, the Governor announced that the stay-at-home order will expire and a safer-at-home advisory will be in place effective Monday. Guidance has been provided through the Governor's Economic Reopening Task Force specifically related to libraries. The Governor has consistently stated that buildings are not mandated to open. His guidance is for those that *want* to open or are *ready* to open their doors. Our library is governed by elected trustees and the policy and plan approved tonight are fully legitimate and we can move forward at the pace that we choose. In moving from a stay-at-home order to a safer-at-home advisory, still in place are recommendations for masks, the 6' social distancing, hand washing, etc.

With the Governor's announcement, there may be additional pressure from the public to reopen our physical doors. The library will move forward with a pandemic policy and service plan because of most importance is the safety of the staff and the public. Ms. Licks informed that tomorrow she would issue a brief announcement via Facebook and the library web site. She went on to say that it is great that the Governor has provided guidance and this will be added into the items in our phased reopening plan. She stated we are at the beginning of bringing limited staff back into building and the next stage will be curbside pickup. The safety of staff and public supersedes anything else right now.

Ms Licks stated she is confident moving forward with the pandemic policy and plan. She described a video call this morning with 80+ other directors and felt Tracy Library is in the middle of the pack in terms of reopening. It should be noted that staff need time to adjust to being back and following new norms. In addition, the plan to launch a new service (curbside) is a more demanding routine than the previous operations.

A MOTION TO ADJOURN the meeting was made by Marianne McEnrue and **SECONDED** by Steve Solomon. The roll was called for approval: Eula Kozma YES, Marianne McEnrue YES, Steve Solomon YES, Kim Bonin YES, Nancy Mahar YES.

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The meeting adjourned at 6:30 pm.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary