

## Pease Public Library Special Trustee's Meeting 5/7/2020

On 5/7/2020 at 4pm, Diane Lynch, Winnie Holt, Quentin Blaine and Amey Bailey met at Pease for a trustees meeting.

The meeting officially began at 4:10

The public was notified and invited to attend.

Quentin reported on the budget with the report that the budget is in good condition but tight until the end of the budget year on June 30, 2020.

Diane explained that the New Hampshire Task Force is soon to release a reopening document with many details but plans are still up in the air statewide. However there are very stringent established universal guidelines that will apply to the library that must be in place before reopening. These include the need for personal protection equipment (PPE) and cleaning supplies. The state is providing some PPE and Diane was able to get 7 boxes of disposable masks but no gloves or cleaning fluid and hand sanitizer. These supplies can be expensive and difficult to procure but Diane is looking into it.

Diane surveyed her staff concerning their willingness to return to work. Half of her staff was in favor of opening before May 31, the date the Governor has suggested as an end to the stay at home order.

Diane wants to craft a plan for reopening that will happen in phases. These phases may include steps like first offering curbside pickup then moving to limited access, then opening meeting and study rooms, etc. She wants to develop strategies to spread people out and limit the number of chairs in a meeting room to the acceptable number of visitors. Diane also recognizes that she may need to put these phases in reversal if the virus pops up in earnest again.

The Trustees agreed to follow Governor Sununu's guidelines and reopen the library June 1, 2020. Diane may have employees work abbreviated hours depending on the phase of reopening. The Trustees thought it would be good to prepare employee hours as normal even though the staff may not be working their full hours.

Diane gave the update that most employees are working well from home and exciting things are getting accomplished even in this unusual situation. The Trustees will meet again on May 21 for their regular meeting.

Meeting adjourned at 5:35.

Respectfully submitted, Amey Bailey

May 20, 2020