

**Library Memorial Library
Board of Trustees Meeting
December 1, 2020
7:00 PM
Minutes**

Electronic Meeting by teleconference

As Vice-Chairperson of the Lane Memorial Library Board of Trustees I have determined that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, that to properly ensure the safety of the public this body is authorized to meet electronically. Please note there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming we are utilizing a teleconference service for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public may join this electronic meeting by calling 1-646-876-9923 and using the meeting ID: 880 7110 2311 and the passcode: 353075. If anybody has a problem, please call 603-772-6606.

A. Call to Order: The meeting was called to order by Liz Keroack at 7:05PM.

B. Attendance: In attendance were Library director Amanda Reynolds Cooper; Vice Chair Liz Keroack; Treasurer Chris Hendry; Secretary Theresa Evans and Alternate Sheila Ewell voting in the absence of Trustee Brian Abasciano.

C. New Business

a) Reducing public service from 12/2/20 through 12/16/20

The Board discussed the timeframe carved out and Amanda shared that this correlates with next scheduled meeting of the Board. She shares that there are various plans amongst the over 200 libraries in New Hampshire, however several of the local libraries including Stratham, Portsmouth, and Kensington as well as a few larger community libraries like Manchester and Salem have limited in person hours between the holidays. Amanda is seeking Boards approval to close browsing hours while maintaining the robust curbside pick-up. When asked what the recent number of browsers has been, Amanda shared that it is about 40-50 daily (250 people a week). Chris shared that he too spoke with a librarian who felt they have had one of their busiest days recently. Theresa shared professional data on projections post-Holiday travel, reviewed recent data in Hampton, closures of local restaurants and schools and unfortunate outbreak at the local Nursing Facility.

Chris made the motion to halt browser hours effective starting tomorrow, December 2nd through December 16th, when the Board will meet to re-

**evaluate. Theresa seconded, with all voting and all-in favor, no opposed.
The Motion carried.**

b) **Rapid response plan regarding COVID service-related decisions**

Amanda asked the Board to review how best to address more time sensitive issues in and around COVID. She asks if emailing should continue to be the primary form of communication or wonders if texting be more conducive than emails? Amanda asked us to consider if there would be a role of committee and if so, would this be advisory? After discussion, the Board agrees to provide Amanda with each of our cell phones so that we can make a plan to receive both a text message and an email if a situation arises that needs urgent attention. The text will simply request that the member reviews the email. The email will contain specific information about request and timeframe. No vote was indicated Board made informal agreement.

D. Summary of Decisions Made:

Decision to reduce public service hours and close browsing hours from 12/2 through 12/16 when the board will reconvene to review.

Informal decision to use Texting of cell phones to contact board for time sensitive matters.

E. Next Meeting: December 16, 2020

F. Adjournment: Sheila moves to adjourn second Theresa 7:27Pm all in favor motion carries.