



Nesmith Library Board of Trustees

**Monday, March 16, 2020
Emergency Meeting Minutes**



Present:

Trustees: Michelle Stith (Chair), Karen Moltenbrey (Assistant Chair), Mark Branoff (Treasurer), Catherine Robertson Souter (Recording Secretary)*via telephone after start of meeting*, Alberto Chang (Assistant Treasurer), Tara Picciano (Corresponding Secretary), J'aime Slocum (Member-at-large)

Director: Sylvie Brikiatis

Assistant Director: Nancy Vigezzi

Call to Order: The meeting was called to order at 12 pm

Mission statement: read by M. Stith

- The focus of this meeting will be on running of library during COVID-19 Pandemic closure.
- **Presentation** was made by S. Brikiatis of a pandemic policy for the operation of the library during the Covid-19 pandemic crisis. The policy follows all published CDC and New Hampshire state guidelines. A library closure would be treated as an unscheduled closing as far as employee pay was concerned.

12:30: Catherine Robertson Souter joined the meeting via telephone during the discussion.

Motion made: to approve pandemic policy allowing S. Brikiatis to follow through on programming and closure decisions as they arise according to the guidelines. Motion seconded.

Vote: Michelle Stith (yes), Karen Moltenbrey (yes), Mark Branoff (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), Tara Picciano (yes), J'aime Slocum (yes) 7-0 in favor.

Motion made held to close the library to the public at the end of the day, March 16. Motion seconded. **Vote:** Michelle Stith (yes), Karen Moltenbrey (yes), Mark Branoff (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), Tara Picciano (yes), J'aime Slocum (yes) 7-0 in favor.

***Discussion** held regarding the use of virtual items during a time of closure with a recommendation by S. Brikiatis to increase the allowance from 4 to 8 items per card holder per month via Hoopla. This will increase the overall cost to Hoopla while expenditures in other areas will decrease with a closed library.

Motion made: by to increase the amount of Hoopla checkouts per card holder per month to 8 for the duration of the pandemic crisis. Motion seconded. **Vote:** Michelle Stith (yes), Karen Moltenbrey (yes), Mark Branoff (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), Tara Picciano (yes), J'aime Slocum (yes) 7-0 in favor.

*Discussion held regarding the need for a backup to sign payroll checks. Jaime Slocum was put forth as the appropriate person to operate in this roll.

Motion made: to add Jaime Slocum to the list of signees for payroll checks. Motion seconded. Vote: 7-0 in favor.

Announcements:

- The next Trustees meeting will be scheduled as the crisis develops and timing for reopening is better understood.

Meeting adjourned 12:45 p.m.

Respectfully submitted,
Catherine Robertson Souter

Minutes approved May 12, 2020