

Hopkinton Town Library  
Trustees Meeting via Zoom Webinar  
May 19, 2020—**DRAFT minutes**

Attendees: Nancy Skarmeas (Chair), Sarah Chiapetta, Peter Gagnon (Library Foundation Representative), John Greabe (Treasurer), Jason LaCombe, Donna Dunlop (Library Director); also in attendance Elaine Loft (Past President), Emilie Burack (Past Secretary),

Nancy opened the meeting at 6:07 pm stating: As Chair of the Hopkinton Town Library Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically. ***(Text of full document that was made available to the public is attached.)***

#### **SECRETARY'S REPORT**

A roll call vote was taken to accept the March minutes. NOTE: There was no April meeting due to illness. The motion passed unanimously.

#### **TREASURER'S REPORT**

The April Treasurer's Report was shared with trustees via email but was not discussed. The report should be reviewed at the June meeting.

#### **DIRECTOR'S REPORT**

Donna reported that the staff have been working remotely and that it has been going very well. The partnership with MainStreet Bookends in Warner has been a great success with the majority of titles claimed by library patrons. Trustees voted to do one more round of the BooksNow! Program. Trustees also approved the proposed plan to have library staff return to work in the library, using appropriate including wearing face masks and frequent hand washing and cleaning of surfaces. There was discussion of the creation of a phased in plan for re-opening library services including curbside pickup of materials and the use of public computers by appointment. Trustees requested a detailed plan for beginning these services, including a strategy for cleaning books and surfaces and bathrooms. Any re-opening of services is contingent upon the availability of sufficient cleaning supplies, which are still largely unavailable. Masks will be required by staff and should be strongly recommended for all others. Usage of computers should include the requirement to wear masks. Clear signage must be developed outlining expectations. A copy of the Director's Report is attached to provide more detail.

#### **NEW BUSINESS**

Donna was asked to contact ENE, the library's HVAC company to determine whether there is any kind of filter that could be placed on our system to improve the quality of the air. Trustees discussed possible new schedule for monthly meetings to best accommodate schedules. Trustees voted to move the meetings to the fourth Wednesday of each month.

#### **OLD BUSINESS**

Bylaws for the library board were reviewed by Elaine Loft and suggestions were sent to Nancy Skarmeas who will develop a new draft to share with trustees in June. A draft Emergency Plan will also be reviewed at that time.

Nancy adjourned the meeting at 7:05 pm.

Respectfully submitted,

Donna Dunlop, Library Director (new trustee secretary needs to be determined)

**NEXT MEETING: 6/24/20 at 7:00 pm.**