

Minutes Approved April 27, 2020

BML Board of Trustees

Emergency meeting, March 16, 2020 6:00 PM via Zoom

Board members present: Miranda Moody, Shirley Montagne, Dina Dubois, Julia Anderson, Carl Demrow (late). Absent: Sara Kingsbury, Greg Renner. Staff present: Christiane Carroll, Kimberly Hotelling.

Updated Information: 60 libraries have closed - for the foreseeable future or until April 6th.

Agenda sent out via e-mail:

1. Should the mini- library close and/or cancel programming?
2. Should the library re-open as scheduled or remain closed until a later date TBD?
3. If the library re-opens, should we hold programming or events?
4. If the library re-opens, should we maintain normal, reduced, or increased hours?
5. If the library re-opens, how will we be sure we are not contributing to the spread of COVID-19 to our patrons, in particular those most vulnerable? (Remember, people (especially women) can carry the virus and not present any symptoms.)
6. If the library re-opens, how will we ensure the health and safety of our staff?
7. If the library re-opens, how will we determine when/how to shut it down/quarantine, etc? (What will our standards/line in the sand be? Who will decide? And how?)
8. Whether we're open or closed, how should the library serve as a resource to our community members who need support during this time?
9. What process should the Board use to continue our decision-making process and our work together?
10. Will we provide paid time-off for our employees in the event of a closure?

A motion was made to close mini-library permanently, pack up, and move items back to main library. The motion passed 4/4.

A motion was made to keep main library closed after renovation is completed and not to reopen until a later date that satisfies CDC guidelines and the Governor's emergency order. That motion passed 3/4 with Dina, Julia, Miranda voting for and Shirley voting against. We will not reopen or hold story hour at the mini-library this week, and will not reopen the main library until it is safe to do so.

Renovation/Storage discussion:

We are paying \$1,000/month for storage. We could use movers and volunteers to move in once renovation phase is completed. Safety in terms of construction crew - check-in with LaJeunesse re: health of workers. Move-in would require 5-6 people.

Strategy: move items in and leave things untouched for appropriate amount of time to limit potential exposure: 5-6 days. The state is recommending disinfection of items - better to leave in boxes than to take out and have to handle/disinfect if we're going to open. Movers will unpack and stack books.

How will BML serve the community during this time of closure?

Concerns were raised about meeting the needs of the community- internet and other library resources with the town. We will partner with the selectboard. Dina moved to support the selectboard's efforts and to support the selectboard. Second from Julia. Approved 5/5.

- Maintain wifi for use in parking lot
- Announce that water is back on for public use at outdoor spigot
- Selectboard is assembling an outreach strategy w/survey for what supports are needed to be delivered by a team of volunteers.
- BML will partner with selectboards to serve communities as best we can.
- Christiane will be point person to contact Topsham and Corinth Selectboards

How will we stay in touch as a board and/or continue our decision-making process during this public health emergency?

We discussed how to best meet the open meeting laws and we will work to get our next zoom meeting at the library so the public can attend at the library. We will also look for additional information from the Sec of State and State Gov. Communication will be via email and meetings via ZOOM. We will follow State requirements re: digital meetings (1 person at meeting location with the meeting online and publicly warned with a publicly accessible way to participate).

Annual Meeting needed to be warned per bylaws, but it will be postponed until Board is given OK per CDC guidelines/Governors orders to hold a gathering of 50 people.

Bylaw amendment

There was discussion of the need to provide board continuity through the 2021 annual meeting given the current state of emergency. Per current bylaws, most of the board would be replaced and it was felt that governance and management of BML would suffer as a result.

An amendment to the bylaws was drafted to read:

The trustees hereby move to amend IV 1 (F) to additionally read: For the purposes of continuity of the board, members who have already served two consecutive terms may be re-elected for one additional year. This provision shall sunset as of the 2021 Association meeting.

Dina Moved, Julia seconded. Passed unanimously.

Carl also agreed to remain on the board until annual meeting is rescheduled and the new board is assembled and voted in.

Shirley moved that we pay our staff during the closure for the average number of hours that have worked in the past. Dina seconded. Motion carried unanimously.

Christiane drafted a statement to the public on closures and suspension of programming and the postponement of the annual meeting. She will be sending the language to Miranda for a final sign off.

Some other quick discussions were had about furniture purchasing and planning for the annual meeting. The interior design committee will meet in the near future to discuss.

Adjourned unanimously at 7:38 PM.

Respectfully submitted,

Carl Demrow