

## **Jaffrey Public Library Board of Trustees Meeting Minutes**

**Date** March 6, 2020  
**Time** 11:00am  
**Chairs** Lou Casagrande, Pat MacIsaac

**Present** Ann Marie Furnival, Travis Shattuck (alternate), Grace Flesher (alternate), Julie Perrin (Director), John Stone and Debbie Weissman (members of the public)

**Absent** Lou Casagrande, Pat MacIsaac, Emily Carr, Suzanne Mieso

### ***Meetings are open to the public except as allowed under RSA 91-A:3.***

*If requested, the meeting may become a non-public session per RSA 91-A: 3, II (a) personnel; (b) hiring of any person as an employee; (c) matters which, if discussed publicly, would affect adversely the reputation of any person; (d) consideration of acquisition, sale, or lease of property; (e) consideration or negotiation of pending claims or litigation.*

### **Call to Order**

11:00am AF

Ann Marie Furnival chaired the meeting due to absence of Lou Casagrande, Pat MacIsaac, and appointed Grace Flesher (alternate) and Travis Shattuck (alternate) voting members

### **Library Director**

Presentation of draft Pandemic Policy

- Attended the state epidemiology webinar on COVID-19
- Met with Town Manager, Fire Chief, Police Chief and Town Health Officer, and the draft policy has their support
- The draft policy is in compliance with the guidelines provided by the American Library Association
- Need for a separate Pandemic Policy as the impacts of a pandemic may be very different than the impacts of natural disasters (which are typically covered by an Emergency Preparedness Policy)
- Any policy we enact must not contravene the RSAs, in this case the RSA on communicable disease
- Any policy we enact must be consistent with Town policy
- Director and staff have already removed puppets and other items that are not easily washed/cleaned
- Gloves are available to all staff
- Director has increased cleaning and sanitizing protocols
- School outreach for staff has been cancelled

- Any staff members whose health risk profile falls is considered to be High Risk for COVID-19 have been notified they may use sick benefits or tele-work, and that personnel policies governing absence due to illness will be relaxed
- Signage will be posted on the front door asking that anyone who is feeling ill use the Book Drop to return library items
- Question for Director regarding need to increase frequency of contracted cleaning. Director feels this is not necessary
- Staff are responding positively, and feel safe

**Motion to approve Pandemic Policy as amended AF / TS 3:0**

**Meeting concluded**

11:32am

**Motion to adjourn AF / TS 3:0**

Minutes submitted by Grace Flesher