

**MINUTES OF THE SPECIAL MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OFF-SITE ELECTRONIC MEETING
APRIL 21, 2020**

PRESENT: President David Burroughs, Vice-President Aimee Miller, Treasurer Stephanie Butler, Trustees Phil Albano, Heidi Casburn, and Elizabeth Olson. Library Director Emily Hoffman.

ABSENT: Secretary Kelly Gagne.

ALSO PRESENT: Staff Members Karen Flamand, Suzann Gemini, Gina Knowlton, Dwayne Nelson, Kathy Semrick, Megan Shumaker, Mike Veague, and Greg Zielinski; Friends of the Library President Joan Hansen.

LATE ARRIVALS: None.

I. CALL TO ORDER

President Burroughs called the Special Meeting of the Board of Trustees of the Town and Country Public Library District to order at 7:21 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All were present except for Secretary Gagne.

III. PUBLIC COMMENT

Friends of the Library President Joan Hansen indicated that the Friends of the Library asks to be kept informed as the Library policies develop regarding acceptance of donations and on-site donation processing by the Friends group.

IV. DISCUSSION OF TENTATIVE RE-OPENING OF LIBRARY

The *2020 TC Reopening Plan* as well as the *Material Management and Book Cleaning Plan*, drafted by Director Hoffman, Kathy Semrick, and Karen Flamand were discussed. Topics of discussion included the process for phased reopening of the Library and the requirements for each stage to begin.

The initial stage for the Library re-opening will begin with acceptance of the nearly 7,000 Library materials currently checked out to Library patrons. All material will be quarantined upon arrival for a period of no less than 72 hours.

Limited staff will be on-site to quarantine and then process the materials. Staff will require personal protective equipment, including masks, gloves, and hand sanitizer, be in place prior to this stage. Limited staff will be on-site for this stage and will be able to maintain proper social distancing while processing the incoming materials.

Director Hoffman is acquiring some of the personal protective equipment that will be required, but is keeping purchases to the essentials to avoid diverting resources away from front line COVID-19 responders.

In order to provide additional protection for the Library staff, the Library will pursue shielding at the Front Desk in preparation for re-opening the Library for patron visits.

The Library staff is working hard to adapt to the current environment and support patrons with creative and virtual support as well as programming. The Library will proceed with a virtual Summer Reading program and continue to expand the virtual program offerings for all interest levels.

- V. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION**
At 8:03 p.m. Trustee Albano **moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take no action.** Trustee Casburn seconded the motion.

ROLL CALL VOTE:

AYES:	Albano Butler Miller	Burroughs Casburn Olson
NAYS:	NONE	
ABSENT:	Gagne	ABSTAIN: NONE

MOTION CARRIED

At 8:30 p.m. Trustee Casburn moved to **reconvene to the Regular meeting to take no action.** Trustee Albano seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	Gagne	ABSTAIN:	NONE

MOTION CARRIED

