

**MINUTES OF THE SPECIAL MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
OFF-SITE ELECTRONIC MEETING  
MAY 26, 2020**

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

**ABSENT:** Trustee Elizabeth Olson.

**ALSO PRESENT:** Staff Members Sue Austin, Tim Fitzpatrick, Karen Flamand, Suzann Gemini, Kathleen Hansen, Gina Knowlton, Dwayne Nelson, Rebecca Paulraj, Kathy Semrick, Megan Shumaker, 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 7:18 p.m.

**II. ROLL CALL**

President Burroughs requested the roll be called. All were present except for Trustee Olson.

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)**

Minutes for the Regular Session of 5/11/2020 were discussed.

Trustee Casburn moved to **approve the Regular Session Minutes of 5/11/2020 as written.** Treasurer Butler seconded the motion.

**AYES: ALL                      NAYS: NONE**

**ABSENT: Olson                ABSTAIN: Albano**

**MOTION CARRIED**

**V. DISCUSSION OF TENTATIVE RE-OPENING OF LIBRARY**

The Library is continuing to adapt to the changing landscape of the current coronavirus pandemic.

Revisions to 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.

Based on RAILS recommendations, the quarantine period for all returned material will be increased from 72 hours to 7 days.

Library Board Members Burroughs, Cashburn, and Miller, as well as Director Hoffman, attended the RAILS **Everything Library Trustees Need to Know during COVID-19** Webinar on May 14, 2020. The information presented at the Webinar was discussed.

Director Hoffman has acquired the personal protective equipment that is required to proceed to stage 1 of the Library reopening, which would allow for limited on-site staff to process Library returns. The proposed date for stage 1 to begin is June 1, 2020.

Stage 2 of the Library reopening would include curbside pickup of In-Library materials and is scheduled to begin on June 10, 2020. Increased supply of non-medical masks and gloves will be required to protect the increased on-site staff levels necessary for this stage of the Library reopening.

Timing for the continued reopening of the Library will be discussed at the regularly scheduled June meeting of the Library Board of Directors to be held on June 8, 2020.

The Library Board recognizes the incredible job that Director Hoffman and the Library staff have done responding to the coronavirus pandemic and planning for the reopening of the Library.

**VI. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION**

At 7:49 p.m. Treasurer Butler **moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action.** Trustee Casburn seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Albano</b>	<b>Burroughs</b>
	<b>Butler</b>	<b>Gagne</b>
	<b>Casburn</b>	<b>Miller</b>

**NAYS: NONE**

**ABSENT: Olson**

**ABSTAIN: NONE**

**MOTION CARRIED**

At 8:33 p.m. Vice-President Miller moved to **reconvene to the Regular meeting to take action.** Trustee Casburn seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Olson**

**ABSTAIN: NONE**

**MOTION CARRIED**

Treasurer Butler moved to **approve the Executive Session minutes of May 11, 2020, as written.** Vice-President Miller seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Olson**

**ABSTAIN: Albano**

**MOTION CARRIED**

**VII. ADJOURN**

At 8:35 p.m. Trustee Albano moved to **adjourn the meeting.** Treasurer Butler seconded the motion.

**AYES: ALL**


**NAYS: NONE**

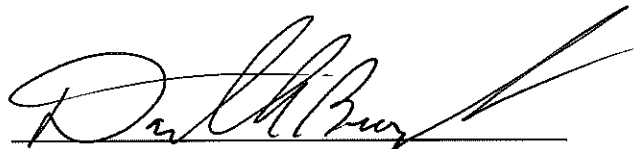
**ABSENT: Olson**

**ABSTAIN: NONE**

**MOTION CARRIED**

The Special Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:35 p.m.

  
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Kelly Gagne, Secretary

  
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David Burroughs, President