

**Effingham Public Library  
Board of Trustees  
July 21, 2020 Meeting Minutes**

The meeting, which was held remotely via Zoom, was called to order by Grace Fuller at 6:06 p.m. A quorum was present.

**Present:** Grace Fuller, Pat Piper, Erik Jones (switched to audio only call-in after computer issues), Jen Van Cor, Heidi Foy, Sue Regal (Alternate)(audio only), Aysia Morency (Staff)

**Absent:** Cheryle Feirick (FEL President)

**Members of the Public:** None

**Acceptance of Library Director Resignation**

After a brief discussion, it was moved by Grace, seconded by Pat to accept the resignation of the Library Director. Grace called for a roll call vote: Pat, Yes; Jen, Yes; Grace, Yes; Erik, No; Heidi, Yes.

**Process for Hiring of New Library Director**

Grace reported that she has an ad prepared for placement in the newspaper. She proposes that the position be posted and that she and Aysia handle initial callbacks and interviews, with the full board to review second and third tier candidates. All agreed.

**Library Hours, Volunteers, and Trustee Coverage**

After a brief discussion, it was determined that current Stage 2 (of the EPL Staged Reopening Plan) services will continue, including Curbside Service on Wednesdays and Saturdays, with the book drop open at all times for returns. Demand and the current staffing situation do not seem to warrant expansion of this service to other days of the week at this time.

In addition, Aysia reported that the Summer Reading Program will be beginning shortly. It will be held for four weeks, beginning on July 21<sup>st</sup> and will be conducted remotely, with participants picking up/checking out pre-prepared kits to take home, utilize and then return the next week when the next kit will be picked up.

Trustees will provide building coverage and other assistance when requested in order to avoid disruptions/impacts on current services.

**Building Prep/Clean-Up, Volunteer Training, Additional Services and Next Stages**

There was a brief discussion about timelines for offering additional services such as delivery or moving to the next stage or stages in the Reopening Plan. A punch list (as follows) was created to enable fuller discussion at the August Trustees' Meeting:

- 1) Aysia to review Stages 3B and 4 and provide her recommendations on how to implement them. In addition, she will review the Volunteer Information/Manual for possible updates.
- 2) Grace will investigate the feasibility of delivery service, particularly with respect to the use of volunteers and how this might be impacted by privacy and liability issues.
- 3) Grace and Pat will develop a punch list of physical plant projects which need to be completed in order to move into the next stages.

### **Interim Staffing/Impacts on Current Staff**

Aysia requested that, if she would be serving as the de facto director during this time, she receive an increase in wages to compensate her for the additional duties for which she will now be responsible. A brief discussion of staffing and impacts on current staff as a result of the Library Director's resignation determined that a non-public session would be required.

### **Non-Public Session**

At 7:30 p.m. Grace moved that the board enter non-public session under RSA 91-A:3, a for the purposes of discussing employee promotion and compensation. Seconded by Heidi. Grace called for a roll call vote: Pat, Yes; Jen, Yes; Grace, Yes; Heidi, Yes; Erik, Yes.

The non-public session ended at 7:55 p.m. After a brief discussion, Erik moved to seal the minutes of the non-public session. Seconded by Heidi. Grace called for a roll call vote: Pat, Yes; Jen, Yes; Grace, Yes; Heidi, Yes; Erik, Yes.

### **Adjournment**

Grace moved to adjourn at 8:00 p.m. Seconded by Erik. Grace called for a roll call vote: Pat, Yes; Jen, Yes; Grace, Yes; Heidi, Yes; Erik, Yes.