



Tucker Free Library
2018 NHLTA Library of the Year
31 Western Avenue
PO Box 688
Henniker, NH 03242
(603) 428-3471
www.tuckerfreelibrary.org

TUCKER FREE LIBRARY BOARD OF TRUSTEES
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
Thursday May, 28, 2020 at 5:30 PM
VIA ZOOM MEETING – DIRECTIONS FOR ACCESS ON PAGE 2

TUCKER FREE LIBRARY is inviting you to a scheduled Zoom meeting.

Topic: TFL Board of Trustees - May 28, 2020
Time: May 28, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/85964943261>

or simply type: <https://zoom.us/>

CLICK ON JOIN A MEETING & ENTER:
Meeting ID: 859 6494 3261

MEETING PROCESS	A Checklist to Ensure Meetings Are Compliant with The Right-to-Know Law During the State of Emergency
ROLL CALL	Meeting Roll Call
ITEM 1	Public Forum
ITEM 2	Minutes of Meeting: April 28, 2020
ITEM 3	Treasurer's Report
ITEM 4	Friends Update
	TFL Trustees and Friends' Memorandum of Understanding – 1 st Reading
ITEM 5	Epidemic/Pandemic Policy – 3rd Reading
ITEM 6	Pandemic Service Plan
ITEM 7	Additional Pandemic Service Policies and Procedures
ITEM 8	Other
ITEM 9	Schedule Next Meeting

POSTED: May 25, 2020 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#),
[Other Henniker News Outlet Facebook Page](#)

INSTRUCTIONS FOR ACCESSING MEETING

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Topic: TFL Board of Trustees - May 28, 2020

Time: May 28, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85964943261>

Meeting ID: 859 6494 3261

One tap mobile

+13017158592,,85964943261# US (Germantown)

+13126266799,,85964943261# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

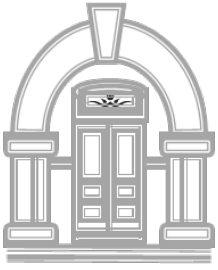
+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 859 6494 3261

Find your local number: <https://us02web.zoom.us/j/85964943261>



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Town Meetings Go Virtual with Zoom Meeting
Tucker Free Library Board of Trustees
May 28, 2020 at 5:30PM

The Town of Henniker, NH will be hosting board and committee meetings virtually with a platform called Zoom Meeting. **This includes the Board of Trustees of the Tucker Free Library.** This platform allows the public to join via webcam, computer audio, or telephone to view and participate in the meeting.

To use Zoom, you will need a computer with a microphone or headset, a smart phone, or you can use a telephone.

To use a computer:

1. Click: <https://us02web.zoom.us/j/85964943261>
2. Follow the prompts to download the program and sign up for a free account.
3. The program will prompt you to connect video and audio from your computer. You don't have to use a camera, but a microphone is required to hear audio and speak to the board.
4. You can also connect audio via phone at this point; to watch on the computer and hear audio on your phone.

To use the smartphone APP:

1. Head to the Google or APP store on your smartphone.
2. Search for and download the "Zoom Cloud Meetings" APP. Follow the prompts to set up an account.
3. Once in the APP, click the "Join" button at the top of the app.
Enter Meeting ID: 859 6494 3261
4. **TYPE IN YOUR FULL NAME and click join**

*If you do not wish to have your video turned on. Toggle the video off below before clicking join.

To call in with a telephone:

1. Call 1-929-205-6099
2. Enter the Meeting ID: 859 6494 3261 followed by #. For the "Participant ID" press#.

When joining a meeting you will automatically be muted. To speak, wait for the chair to ask for public comment and click the "raise hand" button. On a computer or the smartphone app, the mute button will look like a microphone. On a telephone, press *9 to request to be unmuted. To leave a meeting on a PC or smartphone, hit "leave meeting" in the bottom right. On a phone, simply hang up.

Item #	Supporting Documents	MAY 28, 2020 5:30 PM TRUSTEES' MEETING MANAGEMENT Purpose/Descriptive																																																
MEETING PROCESS	Page 6	A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency																																																
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ITEM 5	<i>Pages 16-21</i>	<p>Epidemic/Pandemic Policy – 3rd Reading ACTION – Review policy. MOVE to ACCEPT: SECONDED BY: VOTE ON ACTION</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>Patti Osgood</td> <td></td> </tr> <tr> <td>Angelica Ladd</td> <td></td> </tr> <tr> <td>Debra Kreutzer</td> <td></td> </tr> <tr> <td>Anne Crotti</td> <td></td> </tr> <tr> <td>John Capuco</td> <td></td> </tr> </tbody> </table>	NAME	VOTE	Patti Osgood		Angelica Ladd		Debra Kreutzer		Anne Crotti		John Capuco	
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ITEM 6	<i>Pages 22-24 With additional drafts coming</i>	<p>Pandemic Service Plan as Presented by Staff</p> <ul style="list-style-type: none"> a) Curbside Service Plan (<i>To Follow</i>) b) Hours & Scheduling (<i>To Follow</i>) c) Employee Safety (<i>To Follow</i>) d) Home Delivery (Friends have offered to COORDINATE this service) (<i>Draft Included</i>) e) Computer Access – (<i>Draft Included</i>) f) Public Relations, Signage, and Press Release (<i>To Follow</i>) 												
ITEM 7		Additional Pandemic Policies and Procedures												
ITEM 8		Other												
ITEM 9		Next Meeting												
ADJOURN PUBLIC SESSION	TIME:	<p>MOVE TO ADJOURN BY: SECONDED BY: VOTE</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>Patti Osgood</td> <td></td> </tr> <tr> <td>Angelica Ladd</td> <td></td> </tr> <tr> <td>Debra Kreutzer</td> <td></td> </tr> <tr> <td>Anne Crotti</td> <td></td> </tr> <tr> <td>John Capuco</td> <td></td> </tr> </tbody> </table> <p>NAME OF NOTE TAKER: RECORDING SECRETARY:</p>	NAME	VOTE	Patti Osgood		Angelica Ladd		Debra Kreutzer		Anne Crotti		John Capuco	
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SUPPLEMENTAL READING

http://nhlibrarians.org/wp-content/uploads/2020/05/FINAL-Reopening-NH-Libraries-Task-Force-Best-Practices-5_20_2020.pdf

<https://www.bostonmagazine.com/news/2020/05/22/is-reopening-libraries-safe/>

<http://nhlibrarians.org/wp-content/uploads/2020/05/Wiggen-Mem-Phased-reopening-strategies-and-actions-draft-5.pdf>

<http://nhlibrarians.org/wp-content/uploads/2020/05/WML-Strict-Social-Distancing-implementation-draft-5-23-2020.pdf>

http://nhlibrarians.org/wp-content/uploads/2020/05/COVID-Bulletin-on-Reopening_May-2020_PrimeX.pdf

https://www.townofjaffrey.com/sites/jaffrey/nh/files/uploads/pandemic_service_plan_final_12may2020.pdf

[Soil Away: The Best Disinfectants to Use Against COVID-19](#)

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the TFL BOARD [Board, Council, or Commission], I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing ZOOM for this electronic meeting.¹ All members of the [Board, Council, or Commission] have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1 929 205-6099 and password NONE, or by clicking on the following website address: www.zoom.us enter Meeting ID 859 6494 3261

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the [Board, Council, or Commission] at: www.tuckerfreelibrary.org.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 428-3471 or email at: tuckerfree@comcast.net.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.



¹ Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

APRIL 28 2020 TUCKER FREE LIBRARY TRUSTEES' MEETING MINUTES

MEETING PROCESS A Checklist to Ensure Meetings Are Compliant with The Right-to-Know Law During the State of Emergency
NOTES OR COMMENTS:

Meeting held via Zoom opened by Library Director and checklist for being compliant with Right-to-Know Law read.

ROLL CALL 5:33 PM **RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START OF MEETING.**
NOTES OR COMMENTS:

Public attendees:

Joe Devine, Henniker Town Administrator. Present - no one else in room

Mike French, Community Member. Present - no one else in room

NAME OF MEETING PARTICIPANTS	PRESENT AT (time entered)	OTHERS IN ROOM
Patti Osgood	Present 5:32	No others
Angelica Ladd	Not present	
Debra Kreutzer	Present 5:32	No others
Anne Crotti	Present 5:32	No others
John Capuco	Present 5:32	No others
Lynn Piotrowicz- DIRECTOR	Present 5:32	No others
Erin Longan – NOTE TAKER	Present 5:32	No others

ITEM 1 **Administration of Oath of Office: Debra Kreutzer and John Capuco**

NOTES OR COMMENTS:

Library Director read Oath of Office for Debra Kreutzer, Trustee and John Capuco, Trustee. Oaths taken virtually. Library Director will email the completed oath forms along with a copy of these meeting minutes to Town Clerk. Each trustee must physically sign the oath form when the situation allows.

Election of Officers

Chair Nominee: Patti Osgood

MOVE TO ACCEPT: Deb Kreutzer

SECONDED BY: Anne Crotti

VOTE

NAME	VOTE
Patti Osgood	Yes
Angelica Ladd	Absent
Debra Kreutzer	Yes
Anne Crotti	Yes
John Capuco	Yes

Vice Chair Nominee: John Capuco

MOVE TO ACCEPT: Patti Osgood

SECONDED BY: Deb Kreutzer

VOTE

NAME	VOTE
Patti Osgood	Yes
Angelica Ladd	Absent
Debra Kreutzer	Yes
Anne Crotti	Yes
John Capuco	Yes

Treasurer Nominee: Deb Kreutzer

MOVE TO ACCEPT: Patti Osgood

SECONDED BY: Anne Crotti

VOTE

NAME	VOTE
Patti Osgood	Yes
Angelica Ladd	Absent
Debra Kreutzer	Yes
Anne Crotti	Yes
John Capuco	Yes

Secretary Nominee: Anne Crotti

MOVE TO ACCEPT: Patti Osgood SECONDED BY: John Capuco

VOTE

NAME	VOTE
Patti Osgood	Yes
Angelica Ladd	Absent
Debra Kreutzer	Yes
Anne Crotti	Yes
John Capuco	Yes

Secretary Nominee: Angelica Ladd

MOVE TO ACCEPT: Patti Osgood SECONDED BY: John Capuco

VOTE

NAME	VOTE
Patti Osgood	Yes
Angelica Ladd	Absent
Debra Kreutzer	Yes
Anne Crotti	Yes
John Capuco	Yes

ITEM 2

Public Forum – The LIBRARY DIRECTOR will unmute you if you raise your hand.

NOTES OR COMMENTS:

Joe Devine says waiting on Governor regarding Town Meeting, now scheduled for May 9, 2020.

Patti asks what happens if can't hold Town Meeting?

Budget that was passed last year likely could be operating budget.

Mike French no public comments.

NAME OF PUBLIC MEMBER ATTENDING	NAME OF PUBLIC MEMBER ATTENDING
Joe Devine-No Others	
Mike French-No Others	

ITEM 3

Minutes of Meeting: March 3, 2020

MOVE TO ACCEPT: Patti Osgood SECONDED BY: Deb Kreutzer

VOTE

NAME	VOTE
Patti Osgood	Yes
Angelica Ladd	Absent
Debra Kreutzer	Yes
Anne Crotti	Yes
John Capuco	Yes

ITEM 4

Treasurer's Report

a) Y-T-D Summary & Monthly Expenditure Manifest

NOTES OR COMMENTS:

Treasurer's Report added COVID-19 line to keep those expenses separate in case reimbursement possible in future.

MOVE TO ACCEPT: John Capuco SECONDED BY: Anne Crotti

VOTE

NAME	VOTE
Patti Osgood	Yes
Angelica Ladd	Absent
Debra Kreutzer	Yes
Anne Crotti	Yes
John Capuco	Yes

- b) Personnel Timesheet Review

ACTION – Suspended until that time the treasurer can physically review and sign

- c) Monies to Be Accepted:

Library received four recent donations.

\$100.00 Martha Nemiccolo and \$25.00 Alicia & David MacLeay for the Mary F. Kjellman Fund
\$60.00 Mike Skocay \$25.00 Kelli Coneelly

MOVE TO ACCEPT: Patti Osgood SECONDED BY: Anne Crotti

VOTE

NAME	VOTE
Patti Osgood	Yes
Angelica Ladd	Absent
Debra Kreutzer	Yes
Anne Crotti	Yes
John Capuco	Yes

ITEM 5 2020 Budget Deliberation

NOTES OR COMMENTS:

Selectmen may ask library to review and cut budget in future.

If Town Meeting is held, budget can be voted on. If not, may use last year’s approved budget.

ITEM 6 Epidemic/Pandemic Policy – 2nd Reading

NOTES OR COMMENTS:

Feedback from Trustees has been included in policy.

Deb Kreutzer wonders if policy might be made shorter and broader. More detailed procedures could be separate. Library Director shares that all libraries in state have adopted this policy, and having a policy is important to Director in decision-making. Lynn and Deb will work on this further.

ACTION – Review policy.

MOVE TO 3rd Reading: Patti Osgood SECONDED BY: Deb Kreutzer

VOTE

NAME	VOTE
Patti Osgood	Yes
Angelica Ladd	Absent
Debra Kreutzer	Yes
Anne Crotti	Yes
John Capuco	Yes

ITEM 7 Re-opening Policies and Procedures

NOTES OR COMMENTS:

- a) Phases to re-opening
- b) Handling requirements placed on us to reopen such as taking temperatures
- c) Handling materials
- d) Restricted access
- e) Programming

Library Director is on task force for safely reopening libraries in state--possibly 5 phases before resumption of normal operations. Some communication strategies being worked on. Patti suggests library may need to follow schools regarding reopening.

Friday updates from Director to Trustees will continue.

John Capuco will inquire if infectious disease expert he knows is willing to offer advice and look at library's reopening plan.

**NEXT
MEETING**

Next meeting: Tues., May 12, 2020, 5:30pm

**ADJOURN
PUBLIC
SESSION
6:45 PM**

MOVE TO ADJOURN BY: John Capuco
VOTE

SECONDED BY: Patti Osgood

NAME	VOTE
Patti Osgood	Yes
Angelica Ladd	Absent
Debra Kreutzer	Yes
Anne Crotti	Yes
John Capuco	Yes

NAME OF NOTE TAKER: Erin Longan

RECORDING SECRETARY: Anne Crotti

**CLOSE
ZOOM**

Tucker Free Library Treasurer's Year-To-Date Report

January 1, 2020 - May 20, 2020

		Selected Period	Budgeted	\$ Difference	Notes/Comments	
4-0000	Income					
4-1000	Town Appropriation	\$833.49	\$230,212.00	\$231,045.49	<i>\$833 encumbered from 2019</i>	
4-1010	Heating Oil Appropriation	\$2,532.28	\$4,408.00	\$1,875.72		
4-2000	Personnel Appropriation	\$68,752.16	\$199,076.00	\$130,323.84		
4-3510	Contribution Overdue	\$31.00	\$181.00	\$150.00		
4-3520	Copier	\$257.75	\$1,071.00	\$813.25		
4-3530	DVD FINES	\$224.00	\$1,187.00	\$963.00		
4-3540	Non-Resident Cards	\$50.00	\$100.00	\$50.00		
4-3560	Damaged/Lost Books	\$52.00	\$140.00	\$88.00		
4-3570	Damaged/Lost Audio	\$0.00	\$24.00	\$24.00		
4-4035	COVID-19 Funds	\$0.00	\$7,435.18	\$7,435.18		<i>\$2845.18 COVID supplies & \$4590.00 Personnel GOEFFR Grant</i>
4-5010	Willis Cogswell Fund	\$9,033.64	\$18,968.00	\$9,934.36	<i>Money for Friends that came in as TFL NHPA Grant was for \$1750 + matching \$1750 \$3120 receive in 2019, represents remaining 50%</i>	
4-5020	Town Trust Funds	\$13,319.00	\$13,319.00	\$0.00		
4-5030	Established TrustFund Donation	\$225.00	\$597.00	\$372.00		
4-5040	Memory/Honor Donations	\$172.76	\$195.00	\$22.24		
4-5050	General Purpose Donation	\$300.00	\$250.00	(\$50.00)		
4-6000	Sale of Surplus	\$32.00	\$100.00	\$68.00		
4-7000	Cat's Meow Sold	\$20.00	\$205.00	\$185.00		
4-7005	FOR FRIENDS OF TFL	\$25.00	\$0.00	(\$25.00)		
4-7010	NHPA GRANT	\$0.00	\$1,750.00	\$1,750.00		
4-7015	Moose Plate Grant	\$0.00	\$3,120.00	\$3,120.00		
4-7020	NHHC Speaker Reimbursement	\$400.00	\$400.00	\$0.00		
4-9200	Design Work	\$44,655.50	\$49,369.44	\$4,713.94		
6-0000	Expenses					
6-1010	Heating Oil Appropriation	\$2,532.28	\$4,408.00	\$1,875.72	<i>COVID19 content to ease the burden on statewide holds</i>	
6-2000	Personnel Appropriation	\$68,752.16	\$199,076.00	\$130,323.84		
6-2020	Meetings/Membership/Mileage	\$0.00	\$800.00	\$800.00		
6-2030	Staff Development	\$25.00	\$500.00	\$475.00		
6-3000	Books	\$4,525.93	\$17,250.00	\$12,724.07		
6-3007	Downloadable Content	\$857.59	\$0.00	(\$857.59)		
6-3010	Audio Books	\$528.10	\$1,750.00	\$1,221.90		
6-3020	Periodicals	\$300.97	\$1,400.00	\$1,099.03		
6-3030	DVD - Appropriation Fund	\$0.00	\$750.00	\$750.00		
6-3035	DVD - Fine Revenue	\$1,021.76	\$1,187.00	\$165.24		
6-4000	General Maintenance	\$3,244.50	\$9,000.00	\$5,755.50		
6-4010	Building Repairs	\$0.00	\$3,900.00	\$3,900.00		
6-4020	Utilities	\$2,440.10	\$14,000.00	\$11,559.90		
6-4030	Supplies	\$786.90	\$4,500.00	\$3,713.10		
6-4035	COVID-19 Supplies	\$2,845.18	\$2,845.18	\$0.00		<i>Submitted to Town of Henniker for Grant Reimbursement</i>
6-5010	Technical Maintenance	\$0.00	\$925.00	\$925.00		<i>\$425 encumbered from 2019</i>
6-5020	Equipment	\$0.00	\$4,800.00	\$4,800.00		<i>\$1300 from Fitch Fund & \$1000 encumbered from 2019</i>
6-6000	Library Programs - Contracted	\$3,840.00	\$3,940.00	\$100.00	<i>\$730 encumbered from 2019</i>	
6-6010	Library Program -Speaker & Sup	\$0.00	\$2,000.00	\$2,000.00		
6-6080	Bank Fees	\$10.00	\$24.00	\$14.00		
6-6090	Trustees of the Trust Fund	\$1,194.72	\$0.00	(\$1,194.72)		
6-7005	FOR FRIENDS OF TFL	\$0.00	\$0.00	\$0.00		
6-7010	NHPA GRANT	\$3,500.00	\$1,750.00	(\$1,750.00)		
6-7015	Moose Plate Grant	\$6,270.00	\$6,240.00	(\$30.00)		
6-7020	NHHC Speaker Reimbursed	\$460.00	\$460.00	\$0.00		
6-9100	Outreach	\$0.00	\$730.00	\$730.00		
6-9200	Design Work	\$44,655.50	\$49,369.00	\$4,713.50		
6-9300	Project Planning	\$0.00	\$1,000.00	\$1,000.00	<i>\$1000 encumbered from 2019</i>	
		\$147,790.69			TOTAL EXPENDED	

PAYEE	DESCRIPTION	BUDGET CATEGORY	LINE ITEM	AMOUNT	PAY DATE	CK #	CONFIRMATION #
Olde Window Restores	Attic Windows Reimbursed by NH	Moose Plate	6-7015	\$ 3,450.00	4/29/2020		
TDS - FAX	Utilities	Utilities	6-4020	\$ 36.68	4/29/2020		Q8JPN-VMMQD
TDS - PHONE	Utilities	Utilities	6-4020	\$ 40.56	4/29/2020		Q8JPN-VN7DH
Star Light Cleaning	Janitorial - April	General Maintenance	6-4000	\$ 669.50	5/5/2020		
Milestone	Design Services	Design	6-9200	\$ 2,500.00	5/5/2020		
Comcast	Internet	Utilities	6-4020	\$ 124.90	5/5/2020		
Eversource	Electric	Utilities	6-4020	\$ 124.17	5/8/2020		Q9JG1-99D9Q
Henniker Waste Water	Utilities	Utilities	6-4035	\$ 240.00	5/20/2020		QBV9C-VJDM6
SYNC/AMAZON	COVID 19 SUPPLIES	COVID-19 SUPPLIES	6-4035	\$ 1,588.13	5/20/2020		QBV9C-VK26W

By signing below, I acknowledge, assign, and authorize payment of the
aforementioned bills.

Lynn M. Piotrowicz

Date

Date of Board Review:

Motion to Accept Manifest by:

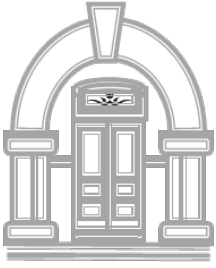
Motion to Accept Manifest Seconded by:

Vote: PATTI OSGOOD
DEBRA KREUTZER
ANGELICA LADD

JOHN CAPUCO
ANNE CROTTI

Comments:

BUDGET CATEGORIES		2019	2020 (Assuming 1.5% COLA)	Change between 2019 and 2020 Request	2020 Category Total
1	PERSONNEL EXPENSES	\$ 195,999.85	\$ 199,076.09	\$ 3,076.24	\$ 199,076.09
2	6-2000 Library -- Wages (Removed \$3069.78 as 53 pay cycles eliminated)	\$ 156,178.40	\$ 159,629.00	\$ 3,450.60	
3	Library - Benefit: Health Insurance (Confirmed)	\$ 16,253.00	\$ 15,840.00	\$ (413.00)	
	Library - Benefits: Dental, Life, Disability (short & long)	\$ 831.84	\$ 831.84	\$ -	
4	Library -- Fica (7.65% of Library Wages)	\$ 11,947.65	\$ 12,211.62	\$ 263.97	
5	Library -- Retirement (11.17% of Eligible Wages)	\$ 8,613.32	\$ 8,387.99	\$ (225.33)	
6	Library -- Workers Comp/Unemp Ins	\$ 875.64	\$ 875.64	\$ -	
7	6-2020 Library -- Membership & Mileage	\$ 800.00	\$ 800.00	\$ -	
8	6-2030 Library -- Staff Development	\$ 500.00	\$ 500.00	\$ -	
9	ACQUISITION EXPENSES	\$ 22,650.00	\$ 21,150.00	\$ (1,500.00)	\$ 21,150.00
10	6-3000 Library Acquisition -- Books	\$ 18,000.00	\$ 17,250.00	\$ (750.00)	
11	6-3010 Library Acquisitions -- Audio Books	\$ 2,000.00	\$ 1,750.00	\$ (250.00)	
12	6-3020 Library Acquisitions -- Periodicals	\$ 1,650.00	\$ 1,400.00	\$ (250.00)	
13	6-3030 Library Acquisitions -- DVD Appropriation Fund	\$ 1,000.00	\$ 750.00	\$ (250.00)	
14	6-3035 <i>Library Acquisitions -- DVD Fine Revenue (NOT APPROPRIATION \$)</i>	<i>\$ 1,406.50</i>	<i>\$ 1,187.00</i>		
15	FACILITY MANAGEMENT EXPENSES	\$ 31,200.20	\$ 31,400.00	\$ 199.80	\$ 31,400.20
16	6-4000 Library General Maintenance -- Janitorial	\$ 9,000.00	\$ 9,000.00	\$ -	
17	6-4010 Library General Maintenance -- Bldg Repairs	\$ 3,900.00	\$ 3,900.00	\$ -	
18	6-4020 Library Utilities (Total of \$14,000 - Heating Oil)	\$ 9,412.00	\$ 9,591.80	\$ 179.80	
	Library Utilities - Heating Oil 1800 gals @ \$2.449 per gal	\$ 4,588.20	\$ 4,408.20	\$ (180.00)	
19	6-4030 Library Bldg Maintenance Supplies	\$ 4,300.00	\$ 4,500.00	\$ 200.00	
20	TECHNOLOGY MANAGEMENT EXPENSES	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00	\$ 3,000.00
21	6-5010 Library Tech Maintenance	\$ 500.00	\$ 500.00	\$ -	
22	6-5020 Library Equipment	\$ 1,000.00	\$ 2,500.00	\$ 1,500.00	
23	PROGRAM EXPENSES	\$ 6,210.00	\$ 5,940.00	\$ (270.00)	\$ 5,940.00
24	6-6000 Library Program - Contracted Services	\$ 3,610.00	\$ 3,940.00	\$ 330.00	
25					
26					
27					
28	6-6010 Library Program - Speakers & Supplies	\$ 2,600.00	\$ 2,000.00	\$ (600.00)	
29	TOTAL LIBRARY OPERATIONS BUDGET	\$ 256,728.01	\$ 260,566.09	\$ 3,838.08	\$ 260,566.29
30	LIBRARY REVENUE PROJECTIONS	\$ 30,000.00	\$ 31,187.00	\$ 1,187.00	\$ 31,187.00
32	TOTAL PERSONNEL & OPERATIONAL APPROPRIATION	\$ 226,728.01	\$ 229,379.09	\$ 2,651.08	\$ 229,379.29
33	BUILDING RENOVATION PROJECT	\$ 71,000.00	\$ 149,250.00	\$ 78,250.00	\$ -
34	6-9000 Feasibility Study (2018 Building Fund Approved at Town Meeting)	\$ -	\$ -	\$ -	
35	6-9100 Outreach	\$ 1,000.00	\$ -	\$ -	
36	6-9200 Design Work	\$ 70,000.00	\$ 109,250.00	\$ -	
37	6-9300 Project Planning	\$ -	\$ -	\$ -	
38	6-9400 Capital Campaign Consultant	\$ -	\$ 40,000.00	\$ -	
39	TOTAL APPROPRIATION	\$ 297,728.01	\$ 378,629.09		\$ 229,379.29



Tucker Free Library
2018 NHLTA Library of the Year
31 Western Avenue
PO Box 688
Henniker, NH 03242
(603) 428-3471
www.tuckerfreelibrary.org

Memorandum of Understanding

Agreement between the Friends of Tucker Free Library and Trustees of Tucker Free Library

The following will constitute an operating agreement between the Friends of Tucker Free Library (FTFL) and the Trustees of Tucker Free Library (TFL). It will stand until and unless it is modified by mutual agreement of the FTFL and TFL. The mission of the Friends of the Tucker Free Library is to provide a public organization for the purpose of enhancing the Tucker Free Library's goal of providing the residents of Henniker with a center for information that stimulates the knowledge, culture and pure enjoyment of reading and learning. Upon reaching the status of a non-profit, 501(c)(3) organization, however, it shall be a legally distinct entity and is not a part of the Library.

TFL agrees to include the FTFL in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

TFL agrees to share with the FTFL the library's strategic initiatives at the beginning of each fiscal year and discuss with the Friends how their resources and support might help forward these initiatives.

TFL agrees to supply the FTFL with a "wish list" each year that indicates the anticipated needs for Friends support.

TFL agrees to provide the FTFL with staff support to assist them with the development of newsletter, mass mailings, meeting coordination, and Friends promotional materials.

TFL agrees to provide public space for FTFL membership brochures and promotional materials.

TFL agrees to provide the FTFL with any storage, meeting space, or office needs.

FTFL agree to publicly support the TFL and its policies.

FTFL agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

FTFL agree that any and all net monies raised will be spent exclusively for library programs, services and other defined needs unless otherwise agreed to by both.

FTFL agree that library administration has the final say in accepting or declining any and all gifts made to the library.

FTFL agree to engage in advocacy efforts on behalf of the Library under the guidance of TFL and the library's Board of Trustees.

FTFL agree that if they cease to actively fundraise and promote TFL, they will disband, allowing for a new FTFL group to be established in the future.

In regards to the following procedural practices:

Finances

All funds of the FTFL shall be deposited in a separate account and shall be disbursed by the FTFL according to its by-laws. Funding requests to the FTFL shall be made by the TFL Director on behalf of the Board of Trustees.

Meetings

The Chair of the FTFL will be welcome to attend meetings of the TFL Board that are open to the public pursuant to the rules governing public and non-public meetings (RSA 91-A:3).

The library director will serve as an ex-officio, non-voting member of the Friends' Board and will attend FTFL meetings. A member of the TFL Board is invited to attend all meetings of the FTFL Board.

Membership

All members of TFL are strongly encourage to be members of the FTFL but shall not hold office or serve on the FTFL Board while affiliated with TFL as a trustee or staff member.

FTFL shall share their membership list with the TFL.

Support and Supplies

TFL will provide storage space for the supplies and archives of the FTFL. The FTFL are responsible for maintaining their archives.

FTFL provide most of the clerical support for their activities: mailing agenda and minutes, processing membership applications, maintaining files, etc.

FTFL are welcome to use the photocopier for FTFL business. Other than photocopies, the FTFL provide their own supplies, paper goods and refreshments, any and all of which can be paid for by funds raised by the FTFL.

Fundraising

Fundraising efforts of the FTFL are directed at funding current programs and projects of the TFL.

Fundraising efforts of the TFL Board are focused on the long-range goals of the TFL.

Advocacy

The FTFL support TFL Board goals, policies, municipal budget requests and initiatives.

Friends of Tucker Free Library voted to adopt agreement on:

Tucker Free Library Board of Trustees voted to adopt agreement on:

TUCKER FREE LIBRARY EPIDEMIC/PANDEMIC POLICY

Definitions

Pandemic: A pandemic is the worldwide spread of a new disease.

Epidemic/Pandemic Plan: A n epidemic/*pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for an extended period of time*

Policy

It is the policy of the Tucker Free Library to follow the guidance, instructions and/or orders of the federal, state and/or local authorities with regard to closing facilities, releasing staff from regular duties, receiving and sharing prompt information and managing physical, financial and administrative procedures. The TFL Director and Board will ensure that additional specific procedures, processes and operations (a Pandemic Plan) are adopted that address (in the following order): safety and welfare of the TFL staff; safety and welfare of the Henniker community; safety and welfare of the TFL building and contents; attempt to identify and provide regular and extra-ordinary services to the extent possible within the constraints of the pandemic; and prepare and implement a plan to re-open TFL in accordance with the progression and context of the specific pandemic. Throughout the duration of the pandemic, the Board will hold periodic meetings to review/assess the implementation of the Pandemic Plan and conduct any regular and extra-ordinary business needed to ensure appropriate actions are being conducted and to make any necessary changes or corrections to the Pandemic Plan.

End of Policy

PANDEMIC PLAN FOR THE COVID 19 PANDEMIC CAUSED BY THE NOVEL CORONA VIRUS OF 2019

I: Staffing

Appropriate Staffing Level: For the purposes of this Plan, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the library director or his/her designee. Should staffing levels drop because a staff member needs to leave and if replacement staff cannot be identified, the library director will close the facility

II: Purpose and Specific Recommendations for Operational or Closure Protocol

If there is a serious infectious disease outbreak, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from an epidemic/pandemic may be slow, as compared to a natural disaster or other physical crisis. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to an epidemic/pandemic.

Seeing to the critical needs of the facility if the library is closed for an extended time.

- Lock book drop on front porch.
- Put a large garbage bag on the book drop at rear of building since there is no lock.
- Submit payroll remotely. Director should take laptop home.
- If mail service is still running and staff is able, check mail weekly and pay bills if possible.
- Walk through building weekly to make sure everything is functioning properly.
- Cancel weekly cleaning, schedule thorough sanitizing re-opening cleaning.

Means for continuing to provide information services for the public, such as online ordering of materials and pick up from a table in the lobby at certain times, or expansion of online services

- Create a specific webpage to keep the community informed.
- Publicize downloadable content.
- If local or regional newspapers provide free access, include on website. Include links to local or regional health resources.
- Material may be placed on hold online. Hold requests would be prepared for pickup during limited library hours to reduce risk of contamination from social gathering.
- Determine methods for the handling and/or recovery of materials post-quarantine.

Accommodation of the needs of people in the community who may not have a home subscription to the local newspaper or a working home computer

- Determine a mechanism to allow for printing of materials of a critical nature.
- Post emergency information on front door for community consumption.
- If limited hours are feasible, then remove computers that are in close proximity to each other and relocate and/or provide access to library Chromebooks.
- Discourage social activities within the building.

Education of the public in advance of an epidemic

- Provide instruction on the handling of materials if members of household are quarantined.
- Eliminate video fines throughout the crisis.
- Eliminate overdue notification process throughout the crisis.
- Provide step by step instructions on how to renew materials.
- Provide step by step instruction on reading eContent.

- Provide access to any free resources that are available such as local and regional newspapers, health department alerts, town notifications.

III: Suspension of Service and/or Library Closure

Public Health Mandate

The Tucker Free Library will close due to an epidemic/pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

Specific criteria for closing the library

- Limited staff availability.
- Town offices, school, White Birch, NEC closed.
- Mandated by local or regional officials

Discretionary Service Level Changes

At the discretion of the library director and in consultation with the board of trustees, the library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety.

In the event of closure or reduction in operating hours, the library director or designee will maintain communication with staff, library Board of Trustees, and the Town Manager.

Specific criteria for suspending story times and other library programs

- Limited staff availability.
- School and/or White Birch experiencing outbreaks.
- Mandated by local or regional authorities.

IV: School Closure Due to Epidemic/Pandemic

In the event that Henniker School District school is closed due to an epidemic/pandemic illness, the Tucker Free Library will remain open, but with reduced hours and services, unless one of the criteria for closing listed above is also met. All library programs, special events, and meeting room reservations will be canceled. Hours will be reduced and services will be restricted on any day in which Henniker schools are closed due to an epidemic/pandemic-related illness.

V: Staffing

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the library during all open hours. An inability to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

- Our employees are cross-trained and can fit into any role.
- Assuming an epidemic/pandemic level closure or suspension of services, only essential functions will be required. ILL may be limited by State. Acquisitions work may be limited by

availability of vendor and shipping. Without acquisitions there will be no need for the physical processing of materials.

- Director will pay any outstanding bills in need of immediate attention. If the director is unavailable, then bookkeeper can be consulted. Treasurer should receive basic bill paying instruction for the sake of continuity in case director and bookkeeper become unable to fulfill their roles.
- Director has a binder in office titled “Lib Admin Emergency Management” which contains relevant operational procedures.
- Director has created a chart of accounts and passwords. This file is contained in the office.

In providing service safely and efficiently, the following actions may be taken at the discretion of the library director or designee with consultation with the library Board of Trustees.

- Increased health/safety measures for staff (e.g., wearing of gloves, wiping down work areas, etc.).
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety).
- Social distancing practices in public areas.
- Reduction of open hours.
- Cancellation of all programs, special events, and meeting room reservations.
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours.
- Closure of the library.

If the library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel Policy. In the event of closure, employees shall be compensated for their regularly scheduled hours. If the library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours.

VI: Communication

In the event of closure necessitated by epidemic/pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner.

Communications plan for reaching staff and for communicating with the public.

- Update emergency call list.
- Make WMUR closing login information available to staff and trustees.
- Update website and Facebook as needed. Include directions for materials and hours.
- Facilitate Google Hangouts Conversation for emergency communication with Trustees, Staff, and Friends.

VII: Prioritization of Services

Priority will be given to the following essential services:

- Information services for the public, both in-person and online.

- Payroll.
- Accounts Payable.
- Facility Maintenance.

In the case of reduced staffing or reduced hours of operation, the library director or designee will prioritize service-related tasks and assign the daily work plan to staff.

VIII: Additional Concerns Related to Library Services

Policies for social distancing -- that is, removing a number of chairs so people aren't sitting close to each other, or limiting the number of people who can come in at any one time, or taking out coat racks, and similar actions that keep people and their belongings separate from each other.

- If limited hours are feasible then remove computers that are in close proximity to each other and relocate and/or provide access to library Chromebooks.

Provision of masks and gloves along with the training of staff in their removal and disposal.

- Make personal protection equipment (PPE) available if needed.
- Provide public education on handling of materials if members of households have flu or virus.
- Educate and practice universal precautions.

Standards for the cleaning of bathrooms, railings and door knobs, telephones, keyboards, counters, and cleaning of workstations/offices of employees who go home sick, emptying of wastebaskets, etc.

- Disinfect railings and door knobs.
- All staff will wipe down their work stations before handing off to new staff member. This includes telephone, keyboards, and desk tops.
- Refrain from eating at circulation desk.
- Empty and tie off bag in all wastebaskets before being placed in larger bag.

TUCKER FREE LIBRARY EXISTING POLICY FOR EMERGENCY CLOSURE WEATHER/PUBLIC HEALTH EMERGENCY

EMERGENCY CLOSURE WEATHER/PUBLIC HEALTH EMERGENCY – ADEQUATE STAFFING. In order to provide the best service, the Tucker Free Library is open for scheduled service whenever possible, so long as adequate staffing is available. For the purpose of operation of the library, adequate staffing means that two employees are available to work but ideally, three should be available to provide scheduled breaks for all employees.

1. The library is, however, concerned about the safety of its patrons and employees. During extreme weather situations or community emergencies the Director or his/her designee may close the Tucker Free Library by the authority of, and time permitting, prior consultation with the Chair of the Tucker Free Library Board of Trustees. If such an event occurs, the Director or his/her designee will inform Town Administrator of the decision. The Director or his/her designee will also inform local media outlets of the closing, change the message on the library answering machine, and post the closing on the library website.
2. Library staff scheduled to work will be paid for their regularly scheduled hours for the day, or portion of the day, that the library closes for the weather situation or community emergency.
3. If the library remains open but staff members feel they cannot make it into work or must leave early, they may opt to use vacation time or take unpaid leave.

(Approved by Board of Trustees, 6/16/2015)

Computer Access for Patrons

Stage 1 (Current situation)

- Building is not open to either staff or public.
- Services are all virtual/digital. **No computer access – Wi-Fi available in the area surrounding the library**

Stage 2 (to begin last week of May?)

- Limited staff may work in buildings with appropriate social distancing.
- Set-up building for curbside service, make a cleaning schedule.
- Services continue to be virtual/digital. **No computer access – Wi-Fi available in the area surrounding the library**

Stage 3 (to begin in June)

- Curbside and outreach delivery of materials begins during set hours with limited staff.
- Services continue to be virtual/digital.
- **Allow access to printer in the downstairs hallway.**
 - Available only when staff is in the library.
 - Patrons use their own mobile devices.
 - First 4 pages free.
 - Cord is roped across stairway to prevent patrons going into library.
 - Concerns with this – No video in that entry hallway
 - How do we schedule people using the printer so they don't come into contact with each other?
 - Patrons have no way to communicate with us if there are paper jams or out of paper.
 - Many people have trouble connecting to the printer with cell phones and could get frustrated when it doesn't work.
 - I would prefer either not offering this service in the hallway or letting patrons come into the building to an area where there are staff to see what they are doing.
 - How to monitor or stop patrons from printing out volumes of material?

Stage 4

- Building is open to the public with restrictions i.e.: limit the number of people, time the public can spend in the building, reduce hours.
- Continue curbside service.
- **Activities include use of public access computers on a limited basis.**
 - By appointment only, we will have three computers available for public use spread out in the Soderstrom Room – 2 where we have the 5 computers and another one on the separated desks.
 - Usage will be limited to unemployment applications, job searches, homework, emails, and work related activity. There will be a one-hour time limit that will be strictly enforced. (30 minutes?)
 - Patrons requested to wear masks. (? Not sure about this!)
 - Computers remain on a sanitized surface w/ keyboard and mouse covered in cleanable films.
 - Printout – first 4 pages free. After that, payment in cash or check with no change given. Payment made in a container left at the check in desk.
 - After each patron is done with the computer, the computers will be wiped/sprayed with disinfectant.

- Staff are not permitted to assist with public computers as there is no way to maintain social distancing.
- Headphones will not be available.

Stage 5

- Fewer restrictions to building access by the public while virtual/digital services continue.
- Open to public with possible capacity limits – high traffic areas disinfected hourly
- **Computers – No appointment needed to use. All can be open if we find a way to space them around the library. Disinfected between patrons.**

Stage 6

- Plan for return to earlier stages if necessary.
- Continue to move to a new normal with full services restored.

DRAFT

Home Delivery

Patrons with catalog access put holds on items and then call library requesting delivery. Patrons without catalog access, call library for help in selecting items.

Patron informed about quarantine wait for materials and delivery days.

Bags are prepared with the requested materials and put in quarantine for 72 hours.

Library contacts patron with an appointment window for delivery of materials on morning of delivery.

Materials probably delivered only one or two days/week, or per the availability of Friends of the Library. Establish those days and keep them the same each week. Friends always check in with library on these days.

Friend picks bags up at the library and delivers to patrons as per the appointment.

Include a notice in each bag for the return process. Request all items be returned together. Call library for pickup appointment. Patron can call library for a renewal if truly needed.

** By continuing to offer curbside and home delivery, we will be servicing those in the "special population/high risk" category.