



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**  
**Tuesday August 18, 2020 at 5:30 PM**

**VIA ZOOM MEETING – COMPLETE DIRECTIONS FOR ACCESS ON PAGE 2**

Join Zoom Meeting

<https://us02web.zoom.us/j/84013581248?pwd=WHU0dUg5eU9aYjBrekhiaK9YSFlrUT09>

Meeting ID: 840 1358 1248

Passcode: 392013

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

then

**CLICK ON JOIN A MEETING & ENTER:**

Meeting ID: 840 1358 1248

Passcode: 392013

MEETING PROCESS	A Checklist to Ensure Meetings Are Compliant with The Right-to-Know Law During the State of Emergency
ROLL CALL	Attendance
ITEM 1	Public Forum
ITEM 2	Minutes of Meeting: May 28, 2020
ITEM 3	Treasurer's Report & Budget Discussion
ITEM 4	Friends Update
ITEM 5	Pandemic Service Plan – Next Phase for Library Services
ITEM 6	USING THE TUCKER FREE LIBRARY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY- Rules and regulations for all library patrons and staff – 1 <sup>st</sup> Reading
ITEM 7	Board Update/Town Meeting 2021
ITEM 8	Other
ITEM 9	Schedule Next Meeting
	<b>ADJOURN PUBLIC PORTION OF MEETING FOR NON-PUBLIC SESSION</b>
ITEM 10	NON-PUBLIC PER RSA 91—A:3 II(a)

POSTED: August 11, 2020 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

## INSTRUCTIONS FOR ACCESSING MEETING

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

Topic: Board of Trustees Meeting

Time: Aug 18, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84013581248?pwd=WHU0dUg5eU9aYjBrekhiak9YSFlrUT09>

Meeting ID: 840 1358 1248

Passcode: 392013

One tap mobile

+13126266799,,84013581248#,,,,,0#,,392013# US (Chicago)

+19292056099,,84013581248#,,,,,0#,,392013# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 840 1358 1248

Passcode: 392013

Find your local number: <https://us02web.zoom.us/u/kdXpehYZFL>

Item #	Supporting Documents	AUGUST 18, 2020 5:30 PM TRUSTEES' MEETING MANAGEMENT Purpose/Descriptive																								
MEETING PROCESS	Page 5	<b>A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency</b>																								
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**SUPPLEMENTAL READING**

- <https://www.theatlantic.com/ideas/archive/2020/07/scourge-hygiene-theater/614599/>
- <https://www.theatlantic.com/health/archive/2020/06/is-air-conditioning-safe-pandemic/613438/>
- <https://americanlibrariesmagazine.org/2020/06/01/how-to-sanitize-collections-in-a-pandemic/>
- <https://www.webjunction.org/news/webjunction/test1-results.html>
- <https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/realm/test2-report.pdf>
- [https://www.thelancet.com/pdfs/journals/laninf/PIIS1473-3099\(20\)30561-2.pdf](https://www.thelancet.com/pdfs/journals/laninf/PIIS1473-3099(20)30561-2.pdf)
- <http://www.ala.org/advocacy/intfreedom/reopeningguidelines>

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

As Library Director of the Tucker Library on behalf of the Board of Trustees, 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.<sup>1</sup> All members of the Board of Trustees 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 US (New York) and Meeting ID: 840 1358 1248 Passcode: 392013, or by clicking on the following website address: <https://zoom.us/join>. Meeting ID: 840 1358 1248 Passcode: 392013

*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 of Trustees at: <http://www.tuckerfreelibrary.org/current-meeting-agenda/>

*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](mailto: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.

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<sup>1</sup> 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.

**MEETING  
PROCESS  
ROLL CALL**

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

**ACTION - RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START OF MEETING.**

NAME OF MEETING PARTICIPANTS	PRESENT AT (time entered)	OTHERS IN ROOM
Patti Osgood	5:30	No one
Angelica Ladd	5:30	No one
Debra Kreutzer	5:30	No one
Anne Crotti	5:30	No one
John Capuco	5:30	No one
Lynn Piotrowicz- DIRECTOR	5:30	No one
Erin Longan – NOTE TAKER	5:30	No one

**ITEM 1**

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

NAME OF PUBLIC MEMBER ATTENDING
Mary Corsetti – Friend of Tucker Free Library
Bethany Newcomb – Friend of Tucker Free
Sylvia Lennox – Friend of Tucker Free
Denise Getts – TFL Staff

**ITEM 2**

**Minutes of Meeting: April 28, 2020**

**MOVE TO ACCEPT: Patti Osgood                      SECONDED BY: John Capuco**

**VOTE**

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

**Treasurer’s Report**

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

**MOVE TO ACCEPT: Deb Kreutzer                      SECONDED BY: Anne Crotti**

**VOTE**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
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) COVID19 Grant Funding Update – Provided receipts and supporting documentation to Russ Roy at Town Hall. They are submitting grants and will reimburse TFL if/when funds are received.

- d) Monies to Be Accepted:

**NONE**

**ITEM 4**

**Friends’ Update and Memorandum of Understanding –**

**MOVE to ACCEPT: Deb Kreutzer                      SECONDED BY: Patti Osgood**

**VOTE ON ACTION**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES

John Capuco	YES
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ITEM 5

Epidemic/Pandemic Policy – 3rd Reading

**ACTION – Review policy.**

**Suggested to have just the policy posted on library website. Procedures will be separate.**

**MOVE to ACCEPT: Deb Kreutzer**

**SECONDED BY: Patti Osgood**

**VOTE ON ACTION**

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

ITEM 6

**Pandemic Service Plan as Presented by Staff**

- a) Curbside Service Plan. 72-hour quarantine on returned materials, but outgoing materials will not be quarantined
- b) Hours & Scheduling. 5-hour shifts, T-Th, 1-6pm; Fr & Sa, 9-2
- c) Employee Safety. Enter through back door and each have own PPE kit
- d) Home Delivery
- e) Computer Access
- f) Public Relations, Signage, and Press Release. Announcement ready to send out as soon as stay-at-home order is lifted detailing library plan for accepting materials back and reserving materials for curbside pickup.

ITEM 7

**Additional Pandemic Policies and Procedures - None at this time**

ITEM 8

**Other: 1. Town Meeting 6/6**

**2. Lynn Piotrowicz has become a board member of White Birch Community Ctr.**

ITEM 9

**Next Meeting: Thursday, June 23, 2020 at 5:30pm**

**ADJOURN  
PUBLIC  
SESSION**

**MOVE TO ADJOURN BY: Patti Osgood**

**SECONDED BY: John Capuco**

**VOTE**

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

**NAME OF NOTE TAKER: Erin Longan**

**RECORDING SECRETARY: Angelica Ladd**

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

January 1, 2020 - August 7, 2020

		Selected Period	Budgeted	\$ Difference	Notes/Comments	
<b>4-0000</b>	<b>Income</b>					
4-1000	Town Appropriation	\$833.49	\$229,379.00	\$230,212.49	<i>\$833 encumbered from 2019, 7/29/2020: \$111,614.23 (51%) of appropriation remains</i>	
4-1010	Heating Oil Appropriation	\$2,965.26	\$4,408.00	\$1,442.74		
4-2000	Personnel Appropriation	\$108,800.51	\$199,076.00	\$90,275.49		
4-3510	Contribution Overdue	\$31.00	\$0.00	(\$31.00)		
4-3520	Copier	\$257.75	\$0.00	(\$257.75)		
4-3530	DVD FINES	\$224.00	\$0.00	(\$224.00)		
4-3540	Non-Resident Cards	\$50.00	\$0.00	(\$50.00)		
4-3560	Damaged/Lost Books	\$52.00	\$0.00	(\$52.00)		
4-3570	Damaged/Lost Audio	\$24.00	\$0.00	(\$24.00)		
<b>4-4035</b>	<b>COVID-19 Funds</b>	<b>\$2,864.24</b>	<b>\$4,089.87</b>	<b>\$1,225.63</b>		<b><i>\$4089.87 COVID supplies.DEEMED UNELIGIBLE \$4590.00 Personnel GOEFFR Grant</i></b>
4-5010	Willis Cogswell Fund	\$13,574.49	\$18,967.92	\$5,393.43	<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 Trust Fund Donation	\$225.00	\$0.00	(\$225.00)		
4-5040	Memory/Honor Donations	\$472.76	\$0.00	(\$472.76)		
4-5050	General Purpose Donation	\$300.00	\$0.00	(\$300.00)		
4-6000	Sale of Surplus	\$32.00	\$0.00	(\$32.00)		
4-7000	Cat's Meow Sold	\$20.00	\$0.00	(\$20.00)		
4-7005	FOR FRIENDS OF TFL	\$25.00	\$25.00	\$0.00		
4-7010	NHPA GRANT	\$0.00	\$1,750.00	\$1,750.00		
4-7015	Moose Plate Grant	\$3,120.00	\$3,120.00	\$0.00		
4-7020	NHHC Speaker Reimbursement	\$400.00	\$400.00	\$0.00	<i>The \$49,369 is what remains from \$70,000 from 2019. The income is amount reimbursed by Town thus far</i>	
4-9200	Design Work	\$46,655.50	\$49,369.44	\$2,713.94		
<b>6-0000</b>	<b>Expenses</b>					
6-1010	Heating Oil Appropriation	\$2,965.26	\$4,408.00	\$1,442.74		<i>COVID19 content to ease the burden on statewide holds</i>
6-2000	Personnel Appropriation	\$108,800.51	\$199,076.00	\$90,275.49		
6-2020	Meetings/Membership/Mileage	\$150.00	\$800.00	\$650.00		
6-2030	Staff Development	\$25.00	\$500.00	\$475.00		
6-3000	Books	\$6,770.73	\$17,250.00	\$10,479.27		
6-3007	Downloadable Content	\$857.59	\$0.00	(\$857.59)		
6-3010	Audio Books	\$755.76	\$1,750.00	\$994.24		
6-3020	Periodicals	\$300.97	\$1,400.00	\$1,099.03		
6-3030	DVD - Appropriation Fund	\$750.00	\$750.00	\$0.00		
6-3035	DVD - Fine Revenue	\$271.76	\$1,187.00	\$915.24		
6-4000	General Maintenance	\$3,965.50	\$9,000.00	\$5,034.50	<i>See 6-1010 for additional utility expense</i>	
6-4010	Building Repairs	\$609.36	\$3,900.00	\$3,290.64		
6-4020	Utilities	\$3,316.94	\$9,592.00	\$6,275.06		
6-4030	Supplies	\$1,410.94	\$4,500.00	\$3,089.06		
<b>6-4035</b>	<b>COVID-19 Supplies</b>	<b>\$4,089.87</b>	<b>\$4,089.87</b>	<b>\$0.00</b>		<b><i>Submitting to Town of Henniker for GOEFFER Reimbursement</i></b>
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 &amp; \$1000 encumbered from 2019</i>
6-6000	Library Programs - Contracted	\$3,840.00	\$3,940.00	\$100.00		
6-6010	Library Program -Speaker & Sup	\$123.83	\$2,000.00	\$1,876.17		
6-6080	Bank Fees	\$16.00	\$24.00	\$8.00		
6-6090	Trustees of the Trust Fund	\$0.00	\$225.00	\$225.00		
6-7005	FOR FRIENDS OF TFL	\$25.00	\$25.00	\$0.00	<i>Reimbursement forthcoming from NHPA, report in final edit</i>	
6-7010	NHPA GRANT	\$3,500.00	\$1,750.00	(\$1,750.00)		
6-7015	Moose Plate Grant	\$3,120.00	\$3,120.00	\$0.00		
6-7020	NHHC Speaker Reimbursed	\$400.00	\$400.00	\$0.00		
6-9100	Outreach	\$0.00	\$730.00	\$730.00		<i>\$730 encumbered from 2019</i>
6-9200	Design Work	\$46,655.50	\$49,369.00	\$2,713.50		
6-9300	Project Planning	\$0.00	\$1,000.00	\$1,000.00		<i>\$1000 encumbered from 2019</i>

PAYEE	DESCRIPTION	BUDGET CATEGORY	LINE ITEM	AMOUNT	CONFIRMATION #
NHLTA	Trustee Membership Dues	Meetings/Membership/Mile	6-2020	\$ 150.00	QCK7X-7LJ75
TDS - FAX	Utilities	Utilities	6-4020	\$ 36.68	QCK7X-7MCCT
TDS - PHONE	Utilities	Utilities	6-4020	\$ 40.56	QCK7X-7N4FC
StarLight Cleaning	Janitorial Service	General Maintenance	6-4000	\$ 206.00	QD1XQ-ZQDP8
Edmunds	Sneeze Guards for circ desks	COVID 19 Supplies	6-4035	\$ 993.52	QD509-BQ7TH
Lumber Barn	Sneeze Guards for circ desks	COVID 19 Supplies	6-4035	\$ 123.47	QD516-V07FN
Eversource	Electric	Utilities	6-4020	\$ 105.50	
Baker & Taylor	Acquisitions	Books	6-3000	\$ 1,781.82	QDXB1-QTX83
	Acquisitions	Audio Books	6-3010	\$ 161.68	
<b>Lynn M. Piotrowicz</b>	<b>Zoom Subscription Reimbursement</b>	<b>COVID 19 Supplies</b>	<b>6-4035</b>	<b>\$ 59.96</b>	
Amazon	Supplies	Supplies	6-4030	\$ 29.97	QFLZY-2GPPBD
	BOOKS	ACQUISITIONS-BOOKS	6-3000	\$ 73.36	
	COVID SUPPLIES	COVID 19 Supplies	6-4035	\$ 745.33	
DEMCO	MATERIAL PROCESSING SUPPLIES	Supplies	6-4030	\$ 499.61	QG9HV-GY3WK
ACADEMY OF APPLIED SCIENCE	STEAM PRG FOR SUMMER	PROGRAMS	6-6010	\$ 25.00	Q6F2D-RXP7R
COMCAST BUSINESS	INTERNET	Utilities	6-4020	\$ 124.90	QHTM2-YRYBQ
Edmunds	BUILDING SUPPLIES	SUPPLIES	6-4030	\$ 55.79	QHTM2-YSW5V
MONADNOCK SECURITY	BUILDING REPAIRS	BUILDING REPAIRS	6-4010	\$ 140.86	QHTM2-4FTOT
StarLight Cleaning	Janitorial Service	General Maintenance	6-4000	\$ 309.00	QHTM2-YTYZP
TDS-FAX	Utilities	Utilities	6-4020	\$ 36.68	QHTM2-YVF3Q
TDS-PHONE	Utilities	Utilities	6-4020	\$ 40.58	QHTM2-VVX7K
Baker & Taylor	Acquisitions	Books	6-3000	\$ 376.16	QHXCXV-7G2PG
	Acquisitions	Audio Books	6-3010	\$ 65.98	
Steadfast Spirits Distilling	NHSL Hand Sanitizer Contract	COVID 19 Supplies	6-4035	\$ 180.00	QHXXVQ-LZ3ZZ
Eversource	Electric	Utilities	6-4020	\$ 122.09	QJ0D7VBDFK
Friends of Tucker Free Library	Reimbursement for Donation	Friends	6-6095	\$ 25.00	QK79B-XNX3L
MONADNOCK SECURITY	Replace backup batteries (5)	BUILDING REPAIRS	6-4010	\$ 468.50	QKBMP-WV70J
SYNC/Amazon	General Supplies	Supplies	6-4030	\$ 35.73	QKBMP-WVQJ
	BOOKS	ACQUISITIONS-BOOKS	6-3000	\$ 13.46	
Cogswell Spring Water	Summer Reading/Reimburse FTFL	PROGRAMS	6-6010	\$ 98.83	QKYHZ-803QP
TDS-FAX	Utilities	Utilities	6-4020	\$ 163.80	QKYHZ-824PY
TDS-PHONE	Utilities	Utilities	6-4020	\$ 37.39	QKYHZ-82M2M
COMCAST BUSINESS	INTERNET	Utilities	6-4020	\$ 43.76	QLMZ4-10BHY
StarLight Cleaning	July Janitorial Service	General Maintenance	6-4000	\$ 124.90	QLMZ4-11TBG

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

Comments: \_\_\_\_\_

JOHN CAPUCO  
ANNE CROTTI

BUDGET CATEGORIES		2019	2020 (Assuming 1.5% COLA)	Change between 2019 and 2020 Request	2020 Category Total
1	<b>PERSONNEL EXPENSES</b>	\$ 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	<b>ACQUISITION EXPENSES</b>	\$ 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>	\$ 1,406.50	\$ 1,187.00		
15	<b>FACILITY MANAGEMENT EXPENSES</b>	\$ 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 -- Blding 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 Blding Maintenance Supplies	\$ 4,300.00	\$ 4,500.00	\$ 200.00	
20	<b>TECHNOLOGY MANAGEMENT EXPENSES</b>	\$ 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	<b>PROGRAM EXPENSES</b>	\$ 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	<b>TOTAL LIBRARY OPERATIONS BUDGET</b>	\$ 256,728.01	\$ 260,566.09	\$ 3,838.08	\$ 260,566.29
30	<b>LIBRARY REVENUE PROJECTIONS</b>	\$ 30,000.00	\$ 31,187.00	\$ 1,187.00	\$ 31,187.00
32	<b>TOTAL PERSONNEL &amp; OPERATIONAL APPROPRIATION</b>	\$ 226,728.01	\$ 229,379.09	\$ 2,651.08	\$ 229,379.29
33	<b>BUILDING RENOVATION PROJECT</b>	\$ 71,000.00	\$ -	\$ (71,000.00)	\$ -
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	\$ -	\$ -	
37	6-9300 Project Planning	\$ -	\$ -	\$ -	
38	6-9400 Capital Campaign Consultant	\$ -	\$ -	\$ -	
39	<b>TOTAL APPROPRIATION</b>	\$ 297,728.01	\$ 229,379.09	\$ (67,348.92)	\$ 229,379.29

# SERVING THE HENNIKER COMMUNITY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

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This proposal and subsequent service iterations will remain in place until changes are deemed necessary or the health emergency is resolved. Changes in service may be required if staff is unable to fulfill their duties, cleaning and PPE supplies are unavailable, or if there is a lack of compliance in mask wearing and/or social distancing behavior on the part of patrons. All policies and procedures are superseded by State or Health Department directives.

Depending on the evolution of the continuing health crisis, this plan may be changed or suspended without advanced notice at the discretion of the Board of Trustees in accordance with the Tucker Free Library Pandemic Service Policy as seen at: <http://www.tuckerfreelibrary.org/policy-procedure-manual/>

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## SUMMARY

### Proposal for enhanced library services during COVID pandemic

This proposal for consideration takes into account the desire of TFL staff to expand library services for our community. As the Town of Henniker grapples with the pandemic, TFL strives to offer safe access to our facility while maintaining a safe work environment for staff. All plans for expansion of service demand strict adherence to cleaning and safety protocols in place since TFL opened in June. [REALM Project](#) (REopening Archives, Libraries, Museums) research still supports the 72-hour quarantine of returned materials so the book drops will remain closed and materials need to be returned via the self-check-in process. This service require will remain in place until the 72-hour moratorium is lifted. Depending on the evolution of the continuing HEALTH CRISIS, this plan may be changed or suspended without advanced notice at the direction of the Board of Trustees in accordance with the TFL Pandemic Service Policy:

<http://www.tuckerfreelibrary.org/policy-procedure-manual/>

### Modify hours

Tuesday	10-3
Wednesday	10-3
Thursday	10-3 and 5-8
Friday	10-3
Saturday	8-1

### Changes effective

STAGES	DESCRIPTION OF STAGE	IMPLEMENTATION GOAL
Policy Adoption	USING THE TUCKER FREE LIBRARY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY – Rules and regulations for all library patrons and staff	Simultaneously with Phase 1 and reinforced with Phase 2.
Phase 1	Transitioning to expansion of service.	September X
Phase 2	Grab & Go! Service.	September XX or when deemed appropriate based on Henniker numbers

## DECISION MATRIX

<b>CONSIDERATIONS</b> Listed below are factors that will be taken into consideration when a decision to modify services is needed	<b>PHYSICAL REOPENING</b>		<b>LIMITED SERVICES</b>
<b>Community Spread Level</b>	<b>1 or fewer cases (containment)</b>	<b>2 to 9 cases (community spread)</b>	<b>10+ cases (accelerated spread)</b>
Positive COVID results in community resulting in closures of: Henniker Community School John Stark Regional High School White Birch Town Hall	Provided all conditions are satisfied, begin normalizing hours and services, allow patron access with precautions prescribed by state and local officials	Suspected or confirmed cases within Henniker should elevate discussion on the services that can be safely offered on a limited basis if necessary	The accelerated spread of confirmed cases within Henniker community will result in return to limited curbside service for at least two-weeks
Staff Absenteeism	The library is able to provide coverage and manage absenteeism with little impact to library service	It is difficult to provide coverage and manage absenteeism and hours or services may have to be reduced	The level of staff absenteeism is too high to effectively manage
Availability of cleaning and protective supplies required to follow guidelines	Sufficient supplies available for routine daily cleaning and sanitization	Difficulty sourcing supplies necessary for routine daily cleaning and extensive sanitization may result in reduction of public access	Unable to obtain supplies for safe operation of the facility
Compliance with Protections	Mask wearing, physical distancing and other protective measures are followed	Small gaps in compliance, need to reeducate public and highlight rules	Significant gaps in compliance to the protective measures in place

## POLICY: USING THE TUCKER FREE LIBRARY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY – Rules and regulations for all library patrons and staff.

Due to the nature of the existing public health crisis, the Board of Trustees is instituting a policy to protect the health and safety of all library patrons and staff. Effective xxxxxx

1. Patrons and staff who are in the library during hours of operation are asked to wear face masks and use hand sanitizer upon entering. Masks will be provided if needed. Patrons are asked to dispose of any face masks, tissues or other personal protective equipment used while in the library in the designated disposal receptacles upon departure from the building. Cloth masks left in the library will be immediately removed and irretrievably disposed of by staff members wearing gloves, face masks and shields.
2. The library is open for Grab & Go service only. This service will allow patrons to browse the stacks and select materials. We ask that patrons quickly and efficiently take care of their library business. The trustees reserve the right to institute time and/or occupancy limits if deemed necessary.
3. No congregating of any kind will be permitted in any interior or exterior area of the library. This includes the restroom, hallways, doorways, collection areas, stairwells, front porch and steps, and the rear entry area portico and ramp.
4. No unattended bags will be permitted in any area of the library, including hallways, doorways, collection areas, or stairwells.
5. Food and drink is not permitted in any area of the library, including hallways, doorways, collection areas, or stairwells.
6. Only one person will be permitted in the restroom at a time unless supervision or parental assistance is required. Restrooms will be sprayed with a sanitizing agent regularly; this regime may mandate that the restroom is temporarily unavailable throughout the day.
7. Public computers are for adult use only. Equipment will be sanitized after each use. If the keyboard cover is removed, then the user forfeits his/her future use. The trustees reserve the right to institute time and/or occupancy limits if deemed necessary.

## PUBLIC STATEMENT ANNOUNCING LIBRARY SERVICES – The next step

Beginning September x, 2020 the Tucker Free Library will expand pandemic level services to include self-check-in and pick-up during all hours of operation! The library will begin normalizing hours by opening at 10AM and closing at 3PM. After a thorough shift change cleaning, the library will reopen from 5PM-8PM on Thursday evening to offer service to our commuting patrons!

It is our goal to OPEN the library for in person browsing on September xx, 2020. Once we get a couple of weeks of school under our belts and barring no significant health emergency, we hope to **open the library stacks for browsing!** We are asking for your continued patience to see how our community responds to the return to school. If all goes well, we will be able to move forward without having to retract service if the public health emergency expands.

In the GRAB & GO! Service paradigm we will continue to require self-check-in and curbside service for patrons who are uncomfortable coming into the building. Home delivery is also available.

We are looking forward to the day when all our patrons can walk through our doors to attend a program, select library materials or use our computers!

## PHASE DETAILS & CHANGES DESCRIBED

### Phase 1 – TRANSITIONING TO EXPANSION OF SERVICE

1. Modify hours to address concerns of library being a hangout for kids after school. Close at 3PM on Thursday and reopen at 5PM so evening patrons have an opportunity to pick-up and drop-off materials.
2. Close down J-Room Curbside service and open Rear Entrance to address:
  - a. Staff availability concerns with the workforce reduction as high school employees return to class
  - b. Traffic congestion most likely to occur with school-related transportation
3. Institute a self-check-in and curbside pickup at entry to E-Room on lower level.
4. Maintain self-check-in at Main Vestibule and ADD curbside pickup in vestibule.
5. When RESERVING MATERIALS FOR PICKUP, patrons will select the location where they will pick up their materials through Biblionix catalog.
6. Post signage about masks and provide hand sanitizer/masks at all entrances.

### Phase 2 –GRAB & GO!

1. Maintain Phase 1 service ADD self-check-out/modified check-out stations on Main Floor and Lower Level.
2. Permit patrons to enter building to select materials.
3. To maintain social distancing parameters, the number of individuals and the duration of visit may be limited.
4. No programs.
5. All engagers and games removed from each floor.
6. Space out computers on the Main Floor in Soderstrom Area.
7. Remove computers from the J-Room.
8. Maintain parent's computer in E-Room.
9. Remove comforts to discourage patrons from remaining on site.
10. Staff would be in building prior to opening to gather ILL/Hold materials, shelve returns that have cleared quarantine, and prepare workstations for operation.
11. Continue offering business services to public with procedures in place to handle money.
12. Return all DVDs to cases to eliminate need for staff to handle material.

### Changes patrons will notice

1. The library will be open for patrons to come in and browse the collection. If necessary, occupancy and/or time limits may be required and imposed. We ask that you not congregate in the library and that protracted conversations with friends and neighbors take place outside the library building.
2. Restrooms will be sprayed with a sanitizing agent regularly; this cleaning protocol may mandate that the restroom is temporarily unavailable throughout the day.
3. Chairs and tables have been removed to create a physical reminder to social distance.
4. Library staff will be behind Plexiglas screens, if they come out to assist you give them a minute to don a mask, face shield, and gloves.
5. All games, STEAM activities and toys have been removed from the library.
6. All DVDs have been returned to their cases to reduce the handling of materials.
7. There are no computers in the J-Room. There will be one computer for parents with children to use in the E-Room. The Main Floor computers for adults to use have been spaced out to allow for social distancing.
  - a. We reserve the right to limit use to 30 minutes per day if demand warrants that.
  - b. Please don a mask and use hand sanitizer before and after you use the computers. If you do not have a mask one will be provided.
  - c. Keyboards will be wrapped in plastic cover to help us keep you safe. Removal of the plastic cover will cause us to rescind this service.
8. There will be a self-check-in station on both levels. Until the 72-hour quarantine moratorium is lifted, patrons will be asked to check-in their own materials.
9. Bring your library card! We will have a self-check-out station that works best if you can scan your library card. If you can't find your library card, we will have a staff assisted station where a new library card will be printed for you.

## CONCERNS OF STAFF

- Handling materials that have been returned continues while the 72-hour quarantine requirements still exist.
- Air flow in the building once the cold weather sets in and windows are closed. Evaluation of air flow to determine if minimum standard of circulation turnover of 2.5 times per hour is achieved.
- Hours that the library is open when school kids traditionally congregate. We have removed all items that bring them in, but is that enough? Suggest limiting after-school hours to break the “after school care” habits.
- Increased amount of cleaning in Phase 2 including hallways and public restrooms.
- Use of public restrooms.
- Use of computers and Soderstrom Area.

## OCCUPANCY RESTRICTIONS

Location	Dimensions (L x W)	Square Feet	Occupant Load Factor*	Calculated Occupancy	50% State Occupancy**	MAXIMUM POSTED OCCUPANCY
TOTAL		8948	100 <sup>1</sup>	89.48	44.74	45
E-Room	38 X 22	858	50	17	8.6	9
J-Room	38 X 21	798	50	16	8	8
Meeting Room	18 X 19	342	50	7	3.5	4
Stack Room	38 X 22	858	100	8.58	4.29	4
NH Room	38 X 21	798	50	15.96	7.98	8
Soderstrom Area	26 X 21	546	100	5.46	2.73	3

1 Our certificate of occupancy allows for 100 people in our building under normal conditions.

\*These figures are based on calculator located at: [https://www.dsm.city/departments/community\\_development-division/permit\\_and\\_development\\_center/covid-19\\_occupant\\_capacity\\_formulas.phpf](https://www.dsm.city/departments/community_development-division/permit_and_development_center/covid-19_occupant_capacity_formulas.phpf)

Gross Square Footage of Library Book Areas / 100 Occupant Load Factor = Maximum Legal Occupancy  
 Maximum Legal Occupancy x 0.50 = Allowable COVID-19 Occupancy

Example:

6000 SF / 100 = 60 occupants during Normal Conditions

State of Iowa COVID-19 Restrictions require 50% of Maximum Legal Occupancy  
 60 occupants x 50% = 60/2 = **30 Occupants - Allowable COVID-19 Occupancy**

Libraries use two different occupant load factors. They are as follows:

Reading Rooms - 50 Occupant Load Factor

Library Book Areas - 100 Occupant Load Factor

\*\*Includes staff members. <https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-libraries.pdf>

## EXAMPLE OF PHASED PLAN – JAFFREY PUBLIC LIBRARY

<ul style="list-style-type: none"> <li>• Building closed to the public</li> <li>• No in-person services</li> <li>• 100% virtual programming</li> <li>• No circulation of physical materials</li> <li>• No Book Drop availability</li> </ul>	<ul style="list-style-type: none"> <li>• Building closed to the public</li> <li>• Curbside services available by appointment</li> <li>• Outdoor Browsing, weather permitting, with strict safety protocols</li> <li>• Book Drop available</li> <li>• Both virtual and no-touch programming</li> <li>• No outreach except limited home delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Curbside services/lobby pick-up available by appointment</li> <li>• Restricted in-building services by appointment</li> <li>• Reservations required for computer use and home learning spaces, if available</li> <li>• Masks are required for ages 5 and up</li> <li>• Limited access in-person library programming, in addition to virtual and circulating kits</li> <li>• No outside meeting groups</li> </ul>	<ul style="list-style-type: none"> <li>• Lobby pick-up available by appointment</li> <li>• In-building services during restricted open hours, without appointment</li> <li>• Masks are required for ages 5 and up</li> <li>• Restricted in-person library programming</li> <li>• Discretionary outreach programming</li> <li>• No outside meeting groups</li> </ul>	<ul style="list-style-type: none"> <li>• Full building open for normal hours of operations</li> <li>• No appointments necessary</li> <li>• Masks no longer required</li> <li>• Normal library programming</li> <li>• Meeting spaces open to outside groups</li> </ul>
Jaffrey Public Library   38 Main Street, Jaffrey NH 03452				603.532.7301   www.jaffreypubliclibrary.org

## SUPPLEMENTAL READING

HOW WILL PUBLIC LIBRARIES ADAPT TO NEW SCHOOL YEAR NORMS? Kelly Jensen Aug 13, 2020

<https://bookriot.com/how-will-public-libraries-adapt-to-new-school-year-norms/?fbclid=IwAR2Bmt9LggF-8kmRB635B6piMOwt9TpFMudcY3mXo-Pf9TCnmME4p8SXrnl>

### Reopening Resources – State and National

ALA COVID-19 Recovery microsite: <http://www.ala.org/tools/covid-19-recovery>

Reopening NH Libraries Task Force Best Practices document, 5/20/2020: [nhlibrarians.org/wp-content/uploads/2020/05/FINAL-Reopening-NH-Libraries-Task-Force-Best-Practices-5-20-2020.pdf](https://nhlibrarians.org/wp-content/uploads/2020/05/FINAL-Reopening-NH-Libraries-Task-Force-Best-Practices-5-20-2020.pdf)

Article from NHMA, “Reopening Libraries During the Pandemic” by Natch Greyes (July/August 2020): <https://www.nhmunicipal.org/town-city-article/reopening-libraries-during-pandemic>

### Sample Library Policies/Paperwork related to COVID-19 issues

Pandemic Policy examples:

- Jaffrey Public Library Pandemic Policy: [https://www.townofjaffrey.com/sites/jaffrey/nh/files/uploads/pandemic\\_draft\\_20\\_20\\_final.pdf](https://www.townofjaffrey.com/sites/jaffrey/nh/files/uploads/pandemic_draft_20_20_final.pdf)
- Nesmith Library (Windham) Pandemic Policy (based on Jaffrey policy): <http://nhlibrarians.org/wp-content/uploads/2020/04/Nesmith-Windham-Pandemic-PolicyCOOP.pdf>
- Salisbury Free Library Pandemic Policy (based on Jaffrey policy): <https://docs.google.com/document/d/16NOKMID7YjcYQGMm9b1UC8-BVyLkL0X1pXn1QaDrTds>
- Minot Sleeper Library Pandemic Policy (Bristol, NH): <http://nhlibrarians.org/wp-content/uploads/2020/07/MSL-Pandemic-Policy-FINAL.pdf>

Phased Reopening Plan examples:

- Wiggin Memorial Library (Stratham) Draft phased reopening plan: <http://nhlibrarians.org/wp-content/uploads/2020/05/WML-Phased-reopening-strategies-and-actions-draft-5-5-23-2020.pdf>
- Gilford Public Library Reopening Plan: <http://nhlibrarians.org/wp-content/uploads/2020/07/GILFORD-PUBLIC-LIBRARY-reopen-plan-2.pdf>
- Pembroke Town Library Services Plan 6/18/20 – 7/15/20: <http://nhlibrarians.org/wp-content/uploads/2020/07/Pembroke-Town-Library-Services-June-18-July-15-2020.pdf>

Quarantine/COVID19 policies (employees):

- Model Primex policy for Employee COVID19 Illness Policy: <http://nhlibrarians.org/wp-content/uploads/2020/07/Primex-JL-Model-Employee-COVID-19-Illness-Policy-05-06-2020.pdf>

- Abbott Library editable flow chard regarding employee COVID exposure: <http://nhlibrarians.org/wp-content/uploads/2020/08/Abbott-Library-editable-flowchart-for-COVID-exposure.doc>
- NHEMS Flow chart regarding employee COVID exposure: <http://nhlibrarians.org/wp-content/uploads/2020/08/Phase-III-Flow-Chart-Sick-Employee-and-Patron.pdf>
- Wiggin Memorial Library Illness Policy Appendix A (procedures): <http://nhlibrarians.org/wp-content/uploads/2020/08/WML-Illness-Policy-Appendix-A-procedures-for-id-of-illness.pdf>
- Minot-Sleeper Library (Bristol) COVID19 employee screening questionnaire: <http://nhlibrarians.org/wp-content/uploads/2020/07/COVID19-Screening-Questionnaire-landscape.pdf>
- Minot-Sleeper Library (Bristol) COVID19 Screening and Safeguard Measures Policy: <http://nhlibrarians.org/wp-content/uploads/2020/07/Library-COVID-19-Screening-and-Safeguard-Measures-Policy-FINAL.pdf>
- Minot-Sleeper Library (Bristol) Temporary Policy on Leave Due to Coronavirus : <http://nhlibrarians.org/wp-content/uploads/2020/07/Library-Temporary-Policy-on-Leave-Due-to-Coronavirus-FINAL.pdf>

## NON-PUBLIC MEETING INSTRUCTIONS

## POLICY: USING THE TUCKER FREE LIBRARY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY – Rules and regulations for all library patrons and staff.

Due to the nature of the existing public health crisis, the Board of Trustees is instituting a policy to protect the health and safety of all library patrons and staff. Effective xxxxxx

1. Patrons and staff who are in the library during hours of operation are asked to wear face masks and use hand sanitizer upon entering. Masks will be provided if needed. Patrons are asked to dispose of any face masks, tissues or other personal protective equipment used while in the library in the designated disposal receptacles upon departure from the building. Cloth masks left in the library will be immediately removed and irretrievably disposed of by staff members wearing gloves, face masks and shields.
2. The library is open for Grab & Go service only. This service will allow patrons to browse the stacks and select materials. We ask that patrons quickly and efficiently take care of their library business. The trustees reserve the right to institute time and/or occupancy limits if deemed necessary.
3. No congregating of any kind will be permitted in any interior or exterior area of the library. This includes the restroom, hallways, doorways, collection areas, stairwells, front porch and steps, and the rear entry area portico and ramp.
4. No unattended bags will be permitted in any area of the library, including hallways, doorways, collection areas, or stairwells.
5. Food and drink is not permitted in any area of the library, including hallways, doorways, collection areas, or stairwells.
6. Only one person will be permitted in the restroom at a time unless supervision or parental assistance is required. Restrooms will be sprayed with a sanitizing agent regularly; this regime may mandate that the restroom is temporarily unavailable throughout the day.
7. Public computers are for adult use only. Equipment will be sanitized after each use. If the keyboard cover is removed, then the user forfeits his/her future use. The trustees reserve the right to institute time and/or occupancy limits if deemed necessary.