

**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**