

**Converse Free Library Board of Trustees Special Meeting**  
**Thursday, March 19, 2020, 7:00pm**  
**Meeting Minutes**

Meeting called to order at 7:03 pm.

**Present via Zoom:** Audrey Brown, Marybeth Durkin, Dan O’Hara, Deb Robinson, Katherine Ramsden (trustee-elect), Judy Russell, Pete Swart, Cindy Valence, Beth Taylor, and Georgina Voegelé.

This meeting was held electronically pursuant to RSA 91-A:2, III(b), to be in compliance with the governor’s executive order 2020-04.

**Motion:** In context of the COVID-19 pandemic, a special meeting was convened to discuss the full closure of the library and for staff to be paid at their regular rate of pay and for their usual hours worked for the duration of the closure. This closure is to be reevaluated at the next regular meeting of the library trustees in April.

Judy brought us up to date.

- The library suspended curb side services, holds, and requests for physical materials and closed the drop box to reduce public contact and the associated health risks. These actions were endorsed by Dr. Margaret Caudill-Slosberg, Emergency Management Director for the town of Lyme.
- Staff: Margaret returned early from vacation and is self-isolating at home. Brian had been cleaning the returned books and he will be able to avoid this task and the associated risks with the library closure.
- Judy will work with Jeff Valence and the Lyme School teachers to provide reading materials for all students. Further announcements regarding this will come from the school mentors or posted on the school web site.
- Current materials checked out should be retained by patrons until further notice. The email due date reminders will be suspended. Opening the drop box once a week will be explored.
- The library’s virtual services will still be available and Judy will update the community about these services via her typical, robust newsletters.
- The library doors will be locked to avoid any inadvertent entrances while Judy works alone.
- The 2 SAU employees, if necessary, will have access to their work space via the back entrance as usual.
- The most recently art show was taken down before the library went into full closure.

Audrey made a motion to approve the motion as stated, Pete seconded, and all approved. The trustee board concluded the meeting by expressing appreciation for Judy’s exceptional work.

Meeting adjourned at 7:19 pm.

Respectfully submitted,  
Marybeth Durkin

The mission of the Converse Free Library is to foster a love of reading in the Lyme community. In a welcoming environment, the Library provides services and resources that encourage learning, stimulate curiosity, and invite the sharing of ideas.