**CHESTER PUBLIC LIBRARY TRUSTEES MEETING MINUTES**

**Tuesday, May 19, 2020**

Under the emergency provisions of RSA 91-A, this meeting took place electronically.

**Call to Order:** 6:44 pm

**Attendance: REMOTELY** Deb Munson, Treasurer; Mary Richardson, Co-Treasurer, Beth Swanson, Secretary; Mary Jennings, Vice Chair; Kandy Knowlton, Director

**Review and Approval of Agenda:** Motion to Accept: Beth Swanson; Seconded: Mary Jennings

**Secretary’s Report:** Motion to Accept: Mary Richardson; Seconded: Beth Swanson

**Director’s Report:** Motion to Accept: Deb Munson; Seconded: Beth Swanson

**Donations and Contributions:** There were no donations or contributions to report

**Treasurer’s Report:** Motion to Accept:Beth Swanson ; Seconded: Deb Munson

**Approval of Expenditures and Incoming Checks:**Motion to Accept: Beth Swanson; Seconded: Mary Richardson

**Monthly Statistics:** Motion to Accept: Mary Jennings; Seconded: Deb Munson

**Old Business:**

The display case is almost ready to be installed and should be here within the next few weeks. Mike Oleson has reported that he is planning to be able to fix the walkway and railings in 3 weeks. Some furniture has been ordered but shipping has been backlogged due to the pandemic. The spot light for the flag pole has been installed. BPS was able to come and finish the small exit only area for no additional cost. They are still holding on the flooring installation over the cement area to allow the foundation to warm up enough for appropriate installation conditions.

The return to porch pick up has been very successful to balance safety and ability to provide reading material for the community. The library Facebook page is being updated regularly.

**New Business:**

Face masks: There are cloth face masks available for staff in addition to disposable ones that the Library received from the town through the New Hampshire State Emergency Operations Center. A policy will need to be enacted closer to the opening to the public to delineate a standard for face mask use by the public inside the library.

Opening plans: Discussion was had regarding the process for opening and safety precautions. At this time we are looking for more input from the state and the health department for safe procedures for patrons to safely come into the library to browse for books. Kandy will look into what other libraries in the state are doing and the policies they are putting in place and bring this information to our next meeting.

**Next Meeting:** June 16, 2020

**Meeting Adjourned:** 7:26pm

**Submitted by:** Beth Swanson, Secretary