

**Richmond Public Library
Board of Trustees
Meeting Minutes
March 16, 2020**

Members Present: Douglass Bartlett, Dixie Gurian, John Lewis and Wendy O'Brien, Librarian

Guests Present: Jerry Mills

Call to Order: The meeting was called to order at 9:45. Members Douglass Bartlett and John Lewis attended the meeting remotely due to health concerns regarding the COVID-19 virus.

Election of Officers: It was discussed that Dixie Gurian would be Chair, John Lewis would continue as Secretary, and Douglass Bartlett would continue as Treasurer. John Lewis made a motion that the positions be assigned as discussed. Dixie Gurian seconded the motion. A roll call vote was made: Douglass Bartlett, yes; Dixie Gurian, yes; John Lewis: yes.

COVID-19 Virus and Library Closure: After discussion, the Board Members decided to follow the directive that Governor Sununu had put in place regarding closing public schools in New Hampshire until Monday, April 6th. The Library has followed local school closings during inclement weather as seen in its Snow Closure Policy. It was decided that the Library would remain staffed during regular open hours, but that patrons would only be allowed in the entrance of the Library to return materials or pick up requested materials. All programs would be suspended. John Lewis made a motion to partially close the Library following the policies of the Monadnock Regional School District, tentatively planning to reopen the Library with full services on April 7th. Dixie Gurian seconded the motion. A roll call vote was made: Douglass Bartlett, yes; Dixie Gurian, yes; John Lewis: yes.

Bank Accounts: The Board Members discussed the possibility of switching banks to assist with online banking. It was decided to put this issue on hold due to the problems with the COVID-19 virus. John Lewis made a motion to add Dixie Gurian, Chair, to all the TD Bank Library Accounts. **[bank account names and last four digits of account numbers to be inserted here prior to submission to Town Clerk]** The motion was seconded by Douglass Bartlett. A roll call vote was made: Douglass Bartlett, yes; Dixie Gurian, yes; John Lewis: yes.

Upgrading Online Meeting Services: As the quality of video and audio for this meeting was poor, it was suggested that for future meetings Wendy obtain speakers and a microphone for one of the Library's computers.

Adjournment: Dixie Gurian made a motion to adjourn the meeting. Douglass Bartlett seconded the motion. A roll call vote was made: Douglass Bartlett, yes; Dixie Gurian, yes; John Lewis: yes. The meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Wendy O'Brien, Librarian