

**Minutes  
Enfield Public Library Trustees  
Monday, March 16, 2019 @10:00am  
Enfield Public Library**

Trustees: Dominic Albanese, Chair; Shirley Green, Treasurer.

Trustee Francine Lozeau, Excused.

Staff: Town Librarian Melissa Hutson; Town Manager Ryan Aylesworth; Emergency Management Director & Police Chief Roy Holland.

Mr. Albanese opened the meeting at 10:00am and explaining he was calling this emergency meeting under RSA 91-A:2 regarding the operating hours of the Library given the coronavirus pandemic.

Ms. Hutson walked the Trustees through information she has received regarding the need for social distancing to help manage the spread of the coronavirus and how Libraries across the state were dealing with the pandemic. Mrs. Green discussed materials she has received about the importance of social distancing at this critical juncture. Mr. Albanese reported that he had conversations with both the Town Manager and Emergency Management Director/Police Chief regarding their thoughts about the Library's operating hours over the next several weeks. We discussed both employee compensation and the need to suspend fines during the period the library is closed. The librarian explained that she would be monitoring email and voice mails during any time the library is closed to the public and that she is considering how she might provide some patron services while the Library is closed. She will report back with her thoughts over the next day or two.

Mr. Aylesworth & Chief Holland joined the meeting at 10:30AM. There was consensus amongst the group that the Library should be closed, effective immediately.

Shirley Green moved that effective immediately the Enfield Public Library be closed re-opening on Saturday, April 4<sup>th</sup> at 10:00am. Reopening will be continuously reviewed and may be shortened or extended as circumstances dictate. Between now and April 3<sup>rd</sup> full and part time staff will work at the discretion of the Librarian; however, they will be compensated as per their normal work schedules. All Library fines will be waived between now and April 4<sup>th</sup>. Motioned seconded by Dominic Albanese. All voted in favor of the motion.

We developed the following message that will be sent to the Enfield List Serve, posted on the Doors of the Library, posted to the Libraries Facebook and web page:

*"Greetings,*

*On Monday, March 16<sup>th</sup> the Enfield Public Library Trustees and the Town Librarian met to discuss operating hours of the Enfield Public Library in light of the coronavirus pandemic. The Enfield Town Manager and Enfield Emergency Services Director/Police Chief have also been consulted.*

*The safety of the Library's patrons and staff are our primary concern while at the same time recognizing the Library is an important resource at times like this when access to information is vitally important. Balancing these two priorities is of primary concern. The Trustees have made the difficult decision to close the Enfield Public Library effective today, Monday March 16<sup>th</sup> reopening on Saturday, April 4<sup>th</sup> at 10:00AM. With our Town administrative partners we will continuously review this decision and may either open earlier or extend the close longer as the situation dictates. During this time patrons are encouraged to review our online services at: <https://www.enfield.nh.us/enfield-public-library/pages/digital-subscriptions-online-resources>. Over the next*

*few days we will be evaluating options that might give some additional access to library services while we are closed. Details on any interim services will be forthcoming and will be posted both on the Library Web Site <https://www.enfield.nh.us/enfield-public-library>, Libraries Facebook Page, and the Enfield List Serve. Please don't worry about returning materials as all fines will be forgiven while we are closed.*

*This was not an easy decision for the Librarian or the Trustees to make; however, we feel it is the proper one given the guidance being provided by both State and Federal authorities.*

*We will post updates as outlined above. Should you have any questions feel free to contact either Town Librarian Melissa Hutson at [mhutson@enfield.nh.us](mailto:mhutson@enfield.nh.us) or Library Trustee Chair Dominic Albanese at [dca1917@outlook.com](mailto:dca1917@outlook.com).*

*Shortly, Enfield residents will hear from the Town Manager's office about modifications being made to municipal programs, services, and general operations.*

*-S-*

*Dominic C. Albanese, Chair  
Shirley A. Green, Treasurer  
Francine R. Lozeau, Trustee*

*Melissa J. Hutson, Librarian"*

Mr. Aylesworth and Chief Holland left the meeting at 10:50AM.

It was agreed that we would postpone this Wednesday evenings Library Trustee meeting. It will be rescheduled by Dominic.

Shirley Green moved to adjourn the meeting at 11:00AM, 2<sup>nd</sup> by Dominic Albanese all in favor.

Respectfully submitted,  
Dominic C. Albanese  
Chair, Enfield Public Library Trustees  
March 16, 2020