Draft Minutes
Special Meeting of the Board of Trustees
North Country Library System
March 16th, 2020

PRESENT: Duane Hughes, Carolyn Mosier, David Bradford, Jerilyn Fairman, Keith Caughlin, Emily Blauvelt, Nelson Schwartzentruber, Linda Kenny.

EXCUSED: Kathleen Mantaro

STAFF: Susan Mitchell, Ashley Brimmer

NOTE: The meeting was conducted using the video conferencing service GoToMeeting due to the Governor’s directive that any group meeting had to have 10 or fewer participants in a room and that participants should be at least 6 feet apart, that 50% of the workforce had to work from home. NCLS followed all guidelines sent out by the state regarding Open Meetings Law requirements during the pandemic and declared State of Emergency.

President Hughes called the meeting to order at 5:30 p.m.

1. Suspension of Delivery
   NCLS is requesting that starting Tuesday, March 17th, 2020 that all deliveries between libraries be suspended until further notice due to the concern of spreading the Covid-19 virus.
   Motion by Schwartzentruber, Seconded by Mosier to suspend deliveries between libraries until further notice.
   Unanimously Passed and Carried.

2. Approval of Alternate Work Locations and Assignments for NCLS Staff as Per the Director
   Mitchell asked that as of March 17th, 2020 to April 16th, 2020 staff be able to work from an alternate location.
   Motion by Schwartzentruber, Seconded by Bradford to approve the suggestion by Mitchell to have staff work at an alternate location from March 17th, 2020 to April 16th, 2020.
   Unanimously Passed and Carried.

3. Request for Emergency Funding from Reserves
   Mitchell suggested the following:
   - $5,000 be taken from reserves to cover fictional E-books. This will increase the number of new titles available online.
   - $1,500 be taken from reserves to cover paint and outdoor maintenance supplies to keep NCLS drivers working through the shutdown.
$2,500 be taken from reserves to cover items under the Director’s Discretionary. Items such as laptops, supplies, etc. for employees that will be working from an alternate location.

**Motion** by Caughlin, Seconded by Blauvelt to approve the $6,500 transfer of funds from the reserve account to cover fiction E-books and paint and outdoor maintenance supplies. **Unanimously Passed and Carried**

**Motion** by Caughlin, Seconded by Kenny to approve the $2,500 transfer of funds from the reserve account to cover items under the Director’s discretion. **Unanimously Passed and Carried.**

4. **Approval of NCLS Continuity Plan**
   Mitchell stated that during this epidemic a projected 50% to 60% of people will fall ill. If that were to be the case, then she suggests in her absence that Paulette Roes temporarily take over her duties including relaying information to the state and the NCLS Board of Trustees.

   **Motion** by Mosier, Seconded by Schwartzentruber that if that matter of Mitchell being unable to fulfill her duties due to illness, Paulette Roes would then become liaison to the state and the NCLS Board of Trustees. **Unanimously Passed and Carried.**

Motion by Kenny, Seconded by Mosier to adjourn the meeting at 5:53 p.m.