

# Milton Free Public Library

13 Main Street, PO Box 127, Milton Mills, NH 03852  
Ph. 603-473-8535 [www.MiltonFreePublicLibrary.org](http://www.MiltonFreePublicLibrary.org)

## July 9, 2020 AGENDA

### Electronic Meeting Checklist During State Of Emergency

As Chair of the Milton Free Public Library Trustees, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12, this public body is authorized to meet electronically.

There is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order.

We are utilizing the following for this electronic meeting:

#### *1. Conference call, for people who don't have the means to join via computer.*

a. All members of the Milton Free Public Library Board of Trustees have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary<sup>1</sup>, participate in this meeting by dialing the **toll free phone number (844) 855-4444** and upon the prompt, enter Access Code **145672 and push # (pound sign)**, or by clicking on the following website address: <https://join.freeconferencecall.com/miltonta> (the online meeting ID is **miltonta**)

#### *2. Town YouTube Live Stream:*

a. The Town's normal live stream broadcast on its YouTube Channel, which can be accessed from the Milton Town Website at <https://www.miltonnh-us.com>, then clicking on the **Social Media** tab or by [clicking here](#).<sup>2</sup>

If anybody has a problem joining the meetings remotely, please call (603) 545-4956 or email: [miltonta@miltonnh-us.com](mailto:miltonta@miltonnh-us.com).

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

**Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting.**

<sup>1</sup> Public Participation is required only in the case of a public hearing or a quasi-judicial proceeding of a Planning Board or Zoning Board of Adjustment)<sup>[L]</sup><sup>2</sup> Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

Milton Free Public Library  
Trustee Meeting  
Wednesday, July 9, 2020  
1:30PM  
**Agenda**

1. Roll Call Attendance
2. Approval of Minutes June 10, 2020
3. Librarian's Report
4. Treasure's report
5. Library reopening discussion
6. Interim Service Plan
7. Pandemic Policy
8. Employee job descriptions
9. Library Budget and CIP Requests
10. Check request signing
11. Preservation Company bid and Preservation Alliance
12. Any other business to come before the board

Next Meeting: September 9. Location TBA