

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

DATE: May 12, 2020 TIME: 6:43p.m. PLACE: Zoom Meeting
PRESENT: Jocelyn Meek, Chairperson; Lisa O'Donnell, Vice Chair; Frank Ciarfella; Phyllis Ellis; Paul Engle, Library Director
ABSENT: Aminah Pilgrim; Margaret Mone; Joseph Policape
VISITORS: Brenda Rodrigues, Jennifer Belcher
RECORDING: Tina King

<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
1. Acceptance of Minutes		Minutes were not approved, no quorum.	
2. Hearing of Visitors	<p>Brenda, Foundation Vice President, worked with Paul and Jocelyn to create an online foundation registration. They also set up a pay pal account for the gift shop. They will connect it to the libraries website once they are able. Brenda also is the President of Local Union SEIU 888 for library.</p> <p>Jennifer updated the board on the suffrage event. Jenn informed the board know she is working with Pat Monteith virtually to keep the event going with movies and speakers.</p>		
3. Chairman's Report	<p>Joined the foundation meeting last week. The Foundation funded books for distribution to children and adults. The foundation will be working with the library, NAACP, School Department and the Mayor's Office.</p>		
4. Director's Report	<p>Talked about Book Giveaway and thanked Brenda and the Foundation for all their help.</p> <p>Can only do virtual programming.</p> <p>Budget to be submitted quarterly.</p> <p>We pay our OCLN membership from state aid.</p> <p>Library of things to expand project for take home and keep projects..</p> <p>Postponed sign dedication, camera project, plaque for Thomas Kennedy, alarm replacement and network project due to COVID 19.</p> <p>Many virtual meetings.</p>		

<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
5. Update on shutdown	See Public Services Return to Work/ Library Re-opening Plan in packet.		
6. Discussion on next steps	Will Work with Lisa O'Donnell, Vice Chair, on staff and reopening schedule. Start with skeleton crew and be closed to public.		
7. Update on Library Foundation and book donation project	Anne Beauregard found some great used books. With funds from the foundation we will purchase books from Paper Junction for the give away project.		
8. Old Business	None		
10. New Business	Inquired about Amazon Hub Lockers.	Do a survey to find if it will work. Schedule an assessment.	
11. Adjournment	Meeting adjourned at 7:25pm.		