

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

DATE: June 9, 2020 TIME: 6:30p.m. PLACE: Virtual Zoom Meeting
 PRESENT: Jocelyn Meek, Chairperson; Lisa O'Donnell, Vice Chair; Frank Ciarfella; Phyllis Ellis; Aminah Pilgrim; Margaret Mone; Joseph Policape Paul Engle, Library Director
 ABSENT: None
 VISITORS: Mira Nunes
 RECORDING: Tina King

<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
1. Acceptance of Minutes	Approval of minutes from March 10, 2020 and May 12, 2020 as submitted.	Approval of minutes for March and May by Joseph Policape, second by Margaret Mone; voted unanimous.	
2. Hearing of Visitors	Mira Nunes made a presentation on Juneteenth program she is working on. Mira spoke on her agenda and how she plans to work virtually on this project.	Trustees are unanimously in favor of this program.	
3. Chairman's Report	Toured the building and went over reopening plans with Paul and the Leadership committee.		
4. Director's Report	Planning a soft opening for curbside pickup on June 8, 2020 June 15, 2020 open for curbside pickup – will advertise it. Plans outlined for the next stages of reopening. June 19 th Mira will begin the Juneteenth program. Discussed plans for fiscal 2021 budget		
5. Update on shutdown	Almost in phase 3 curbside pick up – started June 8th with soft opening. Each phase to last about 3 weeks. Phase 4 open White Ave. door, lobby and Lingos Auditorium to public for reference and computer use. Limit number of patrons and time. Children's Room will open for appointment only. Phase 5 open circulation department to public, limit number of patrons and time. Phase 6 open reference with the same restrictions as		

above.
Branches will be a couple of weeks behind.

6. FY 21 Budget	Mayor to present budget to Finance on June 15, 2020. Library to pay OCLN out of State Aide. Cut 10% without reducing staff and will not fill open positions.	
7. Update on Library Foundation and book donation project	Book give away was a success. Gave away every book. Go fund me page set up to raise funds for another book give away.	
8. Social media policy	Formed a committee to review policy in packet and write our own.	Committee is Paul Engle, Jocelyn Meek and Aminah Pilgrim.
9. Old Business	Assessment on Amazon Hub Lockers.	East was denied, West is pending and Main passed. Lockers are for outside the building. Will hold off for now.
10. New Business	Have a meeting July 14, 2020	
11. Adjournment	Meeting adjourned at 7:30pm.	Motion by Frank Ciarafella, so moved.