

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

DATE: November 10, 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;
 Pastor Mattieu Delisme; Paul Engle, Library Director
 ABSENT: None
 VISITORS: None
 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 September 8, 2020 as submitted.	Approval of minutes by Margaret Mone, second by Phyllis Ellis; voted unanimous.	
2. Hearing of Visitors	None		
3. Chairman's Report	None		
4. Director's Report	Cares Act: we will pay for and City will reimburse 1. Purchase a bookmobile; needs to be done by end of December. 2. Purchase laptops and hotspot for the COA for use by Seniors. 3. Website redevelopment Only the bookmobile, laptops and hotspots will fall under the act.		
5. Vote on library closing the day after Thanksgiving		Mayor Sullivan has graciously closed all city departments on the Friday after Thanksgiving.	
6. Update on library services and COVID-19		Services have remained the same.	
7. Update on Wavier		Waiver submitted to the MBLC.	

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8. Proposal from Brockton Library Foundation	<p>The Library Foundation would like to add a café to the bookstore. Income will to be used for programming.</p> <p>Proposal:</p> <p>Redesign the shop to add tables & chairs, add a space for coffee, snacks, etc.</p> <p>Open on the mornings the library is open.</p> <p>Have it staffed by a member of the Foundation.</p> <p>Have quarterly reviews</p>	<p>Trustees would like to see a mockup of proposed shop/café.</p> <p>Motion by Frank Ciarfella to start to clean and organize area for project to begin, second by Phyllis Ellis, voted unanimous.</p>	
9. Implementation of performance review	<p>Article 42 of the library staff union contract outlines the performance evaluations.</p> <p>Performance evaluations do not reflect pay raises.</p>	<p>Paul submitted samples, Lisa will review them.</p> <p>Trustees will meet in 2 weeks to re address the evaluation forms.</p>	
10. Director's contract renewal and performance evaluation		<p>Sub-committee will be meeting again.</p>	
11. Old Business	<p>Discrimination</p>	<p>Met with mayor – didn't provide details.</p> <p>Staff to receive Unconscious Bias Training.</p>	
12. New Business	<p>Staff trainings for;</p> <p>Supervisory skills</p> <p>Leadership skills</p> <p>Customer Skills in the Public Sector</p> <p>Customer Service for Municipalities</p>	<p>Course offered from Massasoit Community College</p> <p>The Trustees will write statements about the library and they will be posted on our website.</p>	
13. Adjournment	<p>Meeting adjourned at 7:44pm.</p>	<p>Motion by Phyllis Ellis, second by Lisa O'Donnell; voted unanimous.</p>	