

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

DATE: December 8, 2020 TIME: 6.39p.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 November 8, 2020 as submitted.	Approval of minutes by Joseph Policape, second by Frank Ciarfella; voted unanimous.	
2. Hearing of Visitors	None		
3. Chairman's Report	None		
4. Director's Report	Per the Governor we will return to Phase 3 Step 1. We will go back to contactless services. Weekly leadership meetings. Biweekly meetings for staff. Virtual programming Virtual trainings		
5. Vote on library closing 12/24 and 12/31		Library Trustees have graciously voted to closed the libraries on 12/24 and 12/31. Motion by Margaret Mone, second by Frank Ciarfella; voted unanimous.	
6. Short term action plan discussion	3 month action plan; Trainings Start evaluations Weekly leadership meetings Biweekly staff meetings		
7. Update on library services and COVID-10	Mayor closed city buildings to contactless services. Governor Baker went back to phase 3 – step 1.		

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	40% capacity. Work with the COA on lending computers to seniors.		
8. Update on the Implementation of performance review	Evaluations are in contract – will use them. Will have trainings for supervisors on setting goals Do evaluations in June/July.		
9. Director’s contract renewal and performance evaluation	Lisa submitted a performance review form to be used.		Each Trustee is to print a copy fill out and return to Lisa by 12/28. Lisa will put together the responses Report them in the January meeting.
10. Old Business	Book store – The Foundation is revamping the Gift Shop and have meet with the Mayor and he is on board.	Invite the Foundation to the February meeting.	
11. New Business	Phyllis brought up a holiday card with a picture of the Trustees. Put it on the website. Trustees would like to thank the staff for their teamwork.		
12. Adjournment	Meeting adjourned at 7:37pm.	Motion by Margaret Mone, second by Frank Ciarfella; voted unanimous.	