

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

DATE: February 9, 2021 TIME: 6.44p.m. PLACE: Virtual Zoom Meeting
 PRESENT: Jocelyn Meek, Chairperson; Lisa O'Donnell, Vice Chair; Frank Ciarfella; Phyllis Ellis; Margaret Mone; Joseph Policape; Pastor Mattieu Delisme; Paul Engle, Library Director
 ABSENT: Aminah Pilgrim
 VISITORS: None
 RECORDING: Tina King

| <u>TOPIC/AGENDA</u> | <u>FINDINGS/DISCUSSION</u> | <u>RECOMMENDATIONS/ACTIONS</u> | <u>FOLLOW-UP</u> |
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| 1. Acceptance of Minutes | Approval of minutes from January 12, 2020 as submitted. | Approval of minutes by Frank Ciarfella, second by Margaret Mone; voted unanimous. | |
| 2. Hearing of Visitors | None | | |
| 3. Chairman's Report | None | | |
| 4. Director's Report | Customer service training moved to April. Finished Unconscious Bias Training. Leadership training began. Performance evaluation training starts in April. ESL and citizenship classes have begun virtually Working on new website Contactless service for Saturdays | | |
| 5. Guests: Mayor Sullivan and HR Director Sandra Knight | | Cancelled | |
| 6. Update on library services and COVID-10 | Library is staffed at 25% and offering curbside pickup. Would like to open on Saturdays to contactless service starting in March. | Motion to open on Saturdays to contactless service by Frank Ciarfella, second by Phyllis Ellis; voted unanimous. | |
| 7. Discussion: Library Reopening Plan | Would like to wait until numbers go down. | Please email reopening plans to Lisa O'Donnell & Phyllis Ellis. | |

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|---------------------|---|--|------------------|
| 8. Old Business | Coffee Shop: keep in the confines of the store revamp the store invite the foundation to the next meeting to discuss | | |
| 10. New Business | Trustee statement: | All Trustees are in agreement to have a statement from them added to the website about zero tolerance by Phyllis Ellis, second by Margaret Mone; voted unanimous. Email ideas to Jocelyn and Lisa. | |
| 11. Adjournment | Meeting Adjourned at 8:02pm | Motion by Phyllis Ellis, second by Margaret Mone; voted unanimous | |