

**Board of Library Trustees**

Meeting Minutes

Tuesday, May 26, 2020

---

A statement was made that the Board of Library Trustees meeting is a live stream video conference and it is being recorded by Foxboro Cable Access.

The meeting was called to order at 7:00 p.m. with Trustees Collin Earnst, Christine Igo Freeman, Tom Magee, Kevin Penders, and Deb Stone present as well as Library Director Manny Leite. Katherine Udden was not present.

**Public Input:-** No discussion

**Updated Status of the Coronavirus:**

Manny stated Governor Baker issued an outline of reopening Massachusetts. Libraries were listed on the guidelines and are approved to provide curbside pick-up starting on May 25<sup>th</sup>. Under the MBLC guidelines and the plan Manny developed with the professionals, he is looking to open the book drops and provide contactless curbside pickup starting Thursday May 28, 2020 from Monday through Friday from 10:00 a.m. until 5:00 p.m.

Discussion among the Trustees focused mainly on making sure the staff is safe while working in the library and asked Manny how this would be done. Manny explained there would be a limited amount of staff in the library at any one time. Staff are also spread out throughout the building so the 6' distancing protocol would not be an issue. Lastly, staff will be provided with masks, gloves, and will be responsible to clean their area during the day which will include countertops, keyboards, and any equipment they use.

Trustees also discussed contact tracing. Manny was asked if staff would be compiling a list of patrons who pick-up materials in the event a staff member or a patron contracts Covid-19. It was stated that the list could provide information (if needed) by the community and health professionals. Manny mentioned there may be legalities of collecting that information. Manny said he would follow-up with Town Counsel on their opinion about this as some library directors feel it is not sharable information. K. Penders said the intention is not to make the information public and said by scheduling pick-ups with patrons, we would already have essentially created a basic list. Manny said it may not be something to be concerned with now since the curbside delivery would be contactless but it is something that is more concerning once patrons are allowed into the building in phase two. It was agreed it would be something to discuss further with the Trustees once libraries go to phase two. C. Earnst asked if there were any other questions or recommendations for Manny before taking a vote on curbside delivery, seeing none, the Trustees took the following vote:

Motion by K. Penders to authorize the director to move forward with curbside pickup Monday through Friday 10:00 a.m. until 5:00 p.m. effective Thursday, May 28, 2020 as part of the phase one reopening plan, second by D. Stone. Motion was approved 5-0-0.



Lastly, Manny mentioned the curbside pick-up procedure would be on social media tomorrow and he will also be discussing it in a Facebook live too.

Motion to adjourn at 7:43 p.m. was made by K. Penders, second by D. Stone. Motion was approved 5-0-0.

Respectfully submitted,

Pamela Riccio