

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

Tuesday, July 21, 2020

A statement was made by C. Earnst that the Board of Library Trustees meeting was being recorded and broadcast live by Foxboro Cable Access and YouTube.

The meeting was called to order at 7:00 p.m. with Trustees, Collin Earnst, Christine Igo Freeman, Kevin Penders, and Katherine Udden present as well as Library Director Manny Leite, Children's Librarian Margi Rossetti and Janice Rosado of FOL. Deb Stone was not present.

Public Input: None

Library Director's Annual Review:

C. Earnst thanked Manny for his outstanding performance this past year especially during the Covid crisis the past four months. C. Earnst stated Manny was able to keep the community engaged and the library a vital part of Foxborough. The collaborative sentiment was Manny scored well across all areas and it was a testament to his dedication and hard work. The Trustees expressed how fortunate Foxborough is to have him as our library director. The Trustees thanked Manny for his leadership and commended the Boyden's staff as well.

Updated Status of the Coronavirus, Library Operations, and Phase Three Reopening Plan:

A detailed reopening plan was distributed to the Trustees for discussion. Manny mentioned our goal is to get everything back up and running. Manny said the BOH inspected the library and everything was in compliance with the exception of some minor items. BOH recommended the need for a few additional place makers, having masks breaks for the staff, and signage at the bathrooms to reflect only one person in the bathroom at a time. Manny said his plan is to open July 27, 2020 with the hours of operation to be 10:00 a.m. to 5:00 p.m. Monday through Friday with the possibility of offering times for vulnerable populations. Capacity would be limited to 10 percent to start which would be 36 people in the building at any one time (including staff). Manny said capacity could be looked at again by mid-August and may be increased if everything goes smoothly. Other restrictions would be the requirement for patrons to wear masks. If a patron claims to have a medical condition and can't wear a mask then the staff will offer that patron curbside service. There will be a monitor at the entrance of the library to be sure anyone who enters is wearing a mask, capacity is adhered to, and to assist patrons as needed.

K. Penders asked Manny to explain the logic behind the capacity numbers. Manny explained the total capacity of the Boyden library with the conference rooms, etc. is 357. Therefore, 10 percent capacity is a total of 36 people of which 10 would be staff. Manny would like to increase the capacity to 20% possibly after the first week or two provided the implemented plan is going smoothly. 20% capacity would translate to 72 people in the building including staff. Manny said he would not unilaterally increase capacity to 20% unless staff are comfortable and feel safe nor would he increase capacity over 20% without first getting the approval of the Trustees.

K. Penders made a recommendation for the following two amendments to the reopening plan as follows:

1. The library should be at 10% capacity for no less than two weeks. Raising capacity to 20% is subject to the Library Director's discretion and with input from staff.
2. Museum passes which are returned shall be recirculated in the same manner as the cataloging collection.

Motion to approve with the above amendments by K. Penders, second by K. Udden. The motion was approved 4-0-0.

A motion was made by K. Penders to approve the overall policy as a whole inclusive of the two amendments above, second by C. Igo Freeman. Motion was approved 4-0-0.

At 7:44 p.m. a motion to adjourn was made by K. Penders., second by K. Udden. Motion was approved 4-0-0.

Respectfully submitted,

Pamela Riccio