

**Town of Millbury
Meeting Minutes**

Board of Trustees Millbury Public Library

Date: 6/02/2020

Time: 6:00PM

Location of the Meeting: Online via Zoom/Phone Dial-In/Local Access Broadcast

Meeting Type: Regular x Special Emergency

TOWN OF MILLBURY
2020 AUG 31 PM 12:56
MILLBURY, MASS

Present: Jeff Raymond(Zoom), Stephanie Phillips Richter(Zoom), Eric Boll(Zoom), Christine Brady(Zoom) and Carol Burke(Phone).

Absent: Paul DiCicco and Christine Fintzel

Call to Order: Jeff Raymond called the meeting to order at 6:04PM.

Minutes: Deferred

Citizen Forum: Deferred

Director's Report

a. Ann Dallair:

- Mini Golf postponed until further notice - deposit will be held until a date is determined.
- Should we replace all air filters, if we have any, before opening?

b. Tracey Graham:

- Activity at the Library has been low, as expected, but steady.
- We have been having discussions with staff on reopening.

Library Reopening Plan:

- Blackstone Valley Library Directors' meeting discussed Library Assistant roles due to COVID. Reached out to Justine for application here.
- Asked if we need a "Sick from COVID-19" or "Pandemic" policy in place before opening?
- EMA Director Steve Kosiba will coordinate the guidelines that need to be put in place before the Library opens to the public. We will need plexiglass for circulation desks, temperature sensors to read patrons temperatures as they come in, sanitizing dispensers for all entrances and exits.
- Meeting with Acting Town Manager for Guidance.
- Per the Town, we may need to log every person who comes into contact with the Library; specifically including deliveries, UPS, etc. Is this possible?
- Looking into Eventkeeper as a new reservation system.
- We will not be ready for Curbside Pickup for June 8th. Limited staff back in the building due to children at home for school and other COVID related difficulties.
- Staff needs clear protocols for work.
- Need to look into health, safety and cleaning supply availability.
- It was asked if we could potentially have an extension on budget spending. This is not likely the case and the Board directed Ann and Tracey to spend prudently for what they need.

Other Topics Not Anticipated to be Discussed:

- The Expense Account has only had \$2000.00 cut.
- Jeff Raymond noted that three warrant articles will be introduced by him at the Annual Town Meeting. He clarified that as an elected official it will include his title of Library Trustee, however these articles are independent from the Library and are not related to his duties as a Trustee.

What We've Been Reading:

- Stephanie Phillips Richter
 - *Stuck in the Muck* by Brett Avison and Craig Smith
- Jeff Raymond
 - *Found Audio* by N.J. Campbell
- Christine Brady
 - *A Sudden Change of Heart* by Barbara Taylor Bradford
- Tracey Graham
 - *Darius the Great Is Not Okay* by Adib Khorram
- Ann Dallair
 - *Eye of the Storm* by Kate Messner

Adjournment: Carol Burke motioned to adjourn the meeting at 7:19PM, seconded by Christine Brady, approved unanimously.

Next meeting is scheduled for June 16th, 2020.

Due to the current guidance in place by the Town of Millbury and Millbury Board of Health, and with the policies in place by the Millbury Public Library surrounding COVID-19, it is not possible to submit a final copy signed by the Millbury Public Library Board of Trustees. All minutes will be recorded, signed and resubmitted upon the first in-person meeting of the Millbury Public Library Board of Trustees.