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TOWN'S OFFICE

MANSFIELD PUBLIC LIBRARY
Board of Trustees Meeting - July 14, 2020

Attendance: Nancy Breef-Pilz, Marianne Mackie, Jean Mallon, Jennifer Hill, and Director, Catherine Coyne. Nancy read a statement for conducting Open Meetings during the State of Emergency. This information was posted along with the agenda on the Town's website. The meeting was called to order at 4:40 p.m. Attendance was taken via roll call.

Secretary's Report: There was no Secretary's Report for the June 2, 2020 meeting.

Treasurer's Report: The Treasurer's report for June was reviewed and approved. Motion made by Jean; seconded by Jennifer, to accept the Treasurer's Report. Motion was unanimous, via roll call vote.

Librarians' Reports:

All Trustees had reviewed the Librarians' Reports. Various areas will be addressed later in the agenda.

Correspondence: Catherine reported that the library will be receiving a gift of \$5,000 from the Estate of Mary Louise Cinto. She will be working with her staff to determine an appropriate use of the donation.

Old Business:

Curbside pick up is going well. There were 684 pickups in June that necessitated the use of two tables. A third table is used for Make and Take supply bags.

Virtual services, including Book Clubs, Book Chats, Author Zoom Presentations, and other on-line presentations have also gone well.

New Business:

Free Fine Dates: Catherine asked the Trustees to consider "free fine dates" through Labor Day. Marianne made the motion; seconded by Nancy, that the Library waive fines through Labor Day. Motion, via roll call vote, was unanimous.

Staffing/Substitute Hours: Under current Library Policy, substitutes are only able to work 9 hours a week. Catherine asked if the Trustees would consider a temporary change in the number of hours that substitutes could work. The additional hours will allow her to cover for staff shortfalls due to vacations, illness, and resignations.

A motion was made by Nancy; seconded by Marianne, that Substitutes be allowed to work more than 9 hours, up to 18 hours a week, through December 31. Motion was unanimous, via roll call vote.

Re-Opening Plan: Catherine is working on a phased-in Plan for Re-opening using Stages recommended by the Massachusetts Board of Library Commissioners. The library is currently at Stage 2 which is Fully Digital with Library Takeout services. Prior to entering State 3, Digital and In-Person, Catherine will work with the Board of Health, DPW, and other appropriate town departments to make sure that cleaning, social distancing, sanitizing, and signage protocols are in place. She will check about access to rest rooms and daily cleaning protocols. A hybrid model may be employed.

Executive Session: A statement was read to allow the Trustees to enter into Executive Session and Not Return to Open Session Pursuant to M.G.L. Ch. 164, Section 47D and M.G.L. Ch. 30A, Section 21, Exemption 2, To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; and the chair so declares. Nancy declared, and the vote to move to Executive Session as unanimous.

The open meeting was adjourned at 5:39 p.m.

Minutes approved on September 3, 2020

Respectfully submitted, is Jean Mallon, Library Trustee.

Jean Mallon