

## **DRAFT OF THE MINUTES OF THE SPECIAL MEETING OF THE LIBRARY BOARD**

**Tuesday, APRIL 21, 2020 AT 6:00 PM**

**Via Zoom**

**(Subject to Adoption at the Meeting of the Board)**

Attendance: Directors Jim O'Donnell, Tom Errichetti, Kenya Osborne-Gant, Denise Clemmons, Donald Greenberg, Anne Cunningham. Absent: Hon. William Holden, Jeanette Muniz Allam

The meeting was called to order at 6:02 pm.

**Motion** to adopt the Agenda: 1<sup>st</sup> Director Errichetti; Director Greenberg 2<sup>nd</sup>. Passed Unanimously.

President O'Donnell opened the floor to discussions of the Draft Public Emergency Plan. The consensus was that the plan should outline general principles and details incorporated in departmental procedures as resources allow. City Librarian Braithwaite will make the recommended changes to the plan and submit to the CAO's Office.

**Motion** to adopt the emergency plan policy: Director Errichetti, 1<sup>st</sup>, Director Greenberg, 2<sup>nd</sup>. Passed unanimously.

Director Cunningham asked if the library still has a 3-D printer. There have been instances where libraries and other institutions are using their printers to make protective face shields. City Librarian Braithwaite and Administrative Assistant Sara Santos indicated that there is a 3-D printer but may need repairs to be operational and will look into the whereabouts of the printer.

President O'Donnell noted that as a city department that engages the public on a daily basis, the library should be included in the city's plans to ensure all departments have adequate PPE and that the library participates in consolidated buying. City Librarian to follow up with this point at future city departmental meetings.

A discussion of current building projects bid for Burroughs Library took place. City Librarian Braithwaite to work with the Purchasing Department to continue the process of engaging vendors for the roof drains and second floor carpet projects.

Discussion of FOIA and board minutes: President O'Donnell noted that minutes should be posted within seven days. He added that the minutes should include a disclaimer that notes "subject to adoption at the next meeting of the board" to alert the public that the minutes may change upon adoption.

Discussion of Vouchers presented include \$4208.37 for three laptops to be used by administrative staff during the city stay-at-home order and for future needs. **Motion** to approve by Director Errichetti, Director Cunningham, 2<sup>nd</sup>. Approved unanimously.

Discussion on the status of Newfield Library: City Librarian noted that she received pictures of the kitchen unit being installed and will share those pictures with the board.

Director Errichetti recognized the administrative staff for their hard work on overall library operations, keeping everything moving along satisfactorily during the pandemic

**Motion** to adjourn: Director Cunningham 1<sup>st</sup>, Director Errichetti 2<sup>nd</sup>.

Meeting adjourned at 7:05 pm.

**Next Board Meeting: Regular Meeting of the Library Board Wednesday, 5/20/20 at 6:00 pm.**