

BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Wednesday, July 8, 2020

A statement was made by C. Earnst that the Board of Library Trustees meeting was being broadcast via Facebook Live.

The meeting was called to order at 7:00 p.m. with Trustees, Collin Earnst, Christine Igo Freeman, Kevin Penders, Deb Stone, Katherine Udden present as well as Library Director Manny Leite.

Public Input: No public input.

Minutes- Approval of June 9, 2020 Meeting Minutes:

A Motion to approve the June 9, 2020 meeting minutes was made by K. Penders second by K. Udden. Approved 5-0-0.

Cleaning Services Contractor IFB and Contract Award:

Manny explained the IFB process and informed the Trustees there were a total of nine bidders. The two lowest bidders rescinded their bids because one had inadvertently submitted a bid meant for another Town and the other calculated their bid incorrectly. Therefore, it was determined that M&M Contract Cleaning, Inc. was the third lowest responsive and responsible bidder who could offer all the services outlined in the IFB and should be awarded the contract. Manny also checked M&M's references and all were positive.

A Motion was made by K. Penders to approve the bid and award the contract to M&M Contract Cleaning Inc., second by D. Stone. Approved 5-0-0.

Library Director's Annual Review:

C. Earnst commented he was not able to complete the review prior to tonight's meeting. He said he would commit to getting it done in the coming month with the collaboration and input of all Trustees. C. Earnst thanked Manny for his patience.

Themed Event- "All the Places You Can Go to Read a Book in Foxborough":

Per Manny, C. Igo Freeman brought this idea forward at the last Trustee meeting. He said it is something fun, new, and a terrific idea to engage the community. Manny said the next priority would be to promote it. Manny and C. Igo Freeman agreed the hashtag for this event will be "Guess Where I am Foxboro" and reiterated this event is open to everyone.

Updated Status of the Coronavirus and Library Operations:

Manny stated Gov. Baker announced Massachusetts has gone to phase three and the state has provided guidelines for this. Manny said he would need to look at the MBLC guidelines which are due out tomorrow before he could update his phase three reopening plan for the library. Manny anticipates the major concerns would be setting a capacity limit, modifying the hours of operation, a process to sanitize items that patrons have touched while browsing, and to coordinate our opening with other area libraries.

Manny stated that all the pre-prep work for phase three is complete and we will be ready to open when the time comes. Items such as germ shield installation, place markers, and signage are done and there is plenty of PPE on hand for the staff and patrons. Consensus between Manny and the Board is that a meeting would be called once there is more information available from the MBLC.

At 7:35 p.m. a motion to adjourn was made by K. Penders, second by D. Stone. Approved 5-0-0.

Respectfully submitted,

Pamela Riccio