

**Minutes of the Meeting of the Board of Trustees
Melrose Park Public Library
May 4, 2020**

I. Call to Order & Roll Call

The regular meeting of the board of Trustees, Melrose Park Public Library was called to order by President Modugno at 6:30 p.m.

MEMBERS PRESENT: Trustee Alaimo, Trustee Cervone, Trustee Giuffre, Trustee Gustello, Trustee Maiello, & President Modugno

MEMBERS EXCUSED: Trustee Pesce

ALSO PRESENT: Interim Director Margaret Flanagan, & Attorney Russell Syracuse.

The Pledge of Allegiance was recited by all present.

II. Secretary's Report

Approval of Minutes

On a motion by Trustee Cervone, seconded by Gustello the minutes from April 7, 2020 were approved.

When the question was called, a unanimous "Aye" vote resulted: **Motion carried**

III. Correspondence

- None at this time

IV. Public Comment

- None

V. Treasurer's Report

Approval of Accounts Payable

On a motion by Trustee Alaimo, seconded by Pesce it was resolved that vouchers numbered **24471** through **24484** for **Mar (2) and Apr (1) 2020** in the amount of **\$8674.52** were approved.

When the question was called, a unanimous "Aye" vote resulted: **Motion carried**

Income/Expenditures Reports

VI. Interim Director's Report

Interim Director's Report (including Adult & Youth Services), May 2020

Library News

- The Library remained closed throughout the month of April in compliance with the Governor's Stay-at-Home Directive
- Cintas Services have been suspended until the library reopens
- Newspaper delivery has been suspended
- Baker & Taylor Delivery has been suspended
- Adult & Youth staff are working on Online Reading Challenge, Online Gaming and "Take & Make" programming for this summer

April Vendor/Business Meetings

- Online/phone conferences with representatives from Hoopla
- Online/phone conferences with representatives from Kanopy
- Online/phone conference with representatives from Beanstack
- Phone conferences with Versatile
- ZOOM meeting with Versatile
- Online meeting with Warren Smith re Online Chat Options

April Professional Meetings/Workshops

- SWAN weekly update Meetings

- Article Search and Ebsco Discovery Meeting
- Helpful Reports for Managing Circulation Webinar
- SWAN Circulation Meeting
- SWAN Fine Free Panel Discussion
- SWAN ZOOM meeting to finalize transitioning to Fine Free status
- COVID 19 and Collections Care Webinar
- SWAN COW meeting (Committee of the Whole)
- Beanstack (Virtual Summer Reading Challenge) Training
- RAILS Beyond eStorytimes: Virtual Services and Programs for Youth

Library Health & Safety Measures

- ZOOM Meetings with individual departments to discuss safely reopening the library have been initiated
- Margaret is working on a Library Building Reopening Plan
- Individual safety shields, desk safety shields, and gloves have been ordered
- SWAN is working on group purchases of PPEs for members

VII. Attorney Report

None at this time

VIII. New Business

Library Reopening

The Library plan for reopening in a limited capacity in June was discussed. The Interim Director reported on the Health and Safety measures that will be in place and the marketing campaign that will be undertaken before reopening including:

- 72 hour quarantine of incoming materials
- Limited number of patrons allowed in library
- No browsing
- Police Security Guard
- Curbside Pickup
- PPEs for staff
- Cleaning Supplies
- Computer Usage
- Social Distancing

New Digital Services

- Usage Increasing as Stay-at-Home Order Continues

Summer Reading Update

- All Summer Reading Programs and Activities will be virtual

Fine Free

- The MPPL will be fine free by the time the library reopens.

IX. Adjournment

On a motion by Trustee Alaimo seconded by President Modugno it was resolved that the Meeting be adjourned at 7:25pm

When the question was called, a unanimous "Aye" vote resulted: **Motion carried**

Approved:

Carla Modugno

Secretary/President