

Freetown Board of Library Trustees

Minutes of Wednesday July 22, 2020

6:00 pm

RECEIVED  
FREETOWN TOWN CLERK

2020 SEP 25 AM 8:28

*J. Brown*

Call to Order: Chairperson Paul Sadeck called the meeting to order at 6:00pm. Paul Sadeck is recording the meeting.

Present: Irene Ashley, Lucille Rosa, Linda Fournier, Beverly Sadeck, Paul Sadeck and Nicole Davignon, Library Director.

Absent: Christine Paiva

Chairperson Paul Sadeck read the following statement: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, sec.18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Freetown Library Trustees will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public can be found on the Town of Freetown's website, [freetownma.gov](http://freetownma.gov). For this meeting members of the public who wish to view this meeting will be able to view the meeting on [freetownma.gov](http://freetownma.gov). No in-person attendance of members of the public will be permitted but every effort will be made to ensure that the public can adequately access the proceedings in real time via technological means. If we are unable to do so, despite best effort, we will post on the Town's YouTube Channel an audio or video recording, transcript or other comprehensive record of proceedings as soon as possible after the meeting.

Review of Payroll: Payroll was reviewed- there were no questions.

Review of Bills: There were no bills for review

Review of Minutes: On a motion made by Linda Fournier and seconded by Lucille Rosa the minutes for July 9, 2020 were accepted. The motion carried unanimously and reaffirmed with a roll call vote.

Report of Library Director: Nicole reported that we are in our second week of Curb-side pickup. The first week was very busy, this week has been a little slower. Tentative plan is to open the library next week pending all the safety projects are completed. As to date the glass partitions need to be finished and extra furniture needs to be moved to the Hathaway library for storage. When open, due to the size of the building, there will be only four people allowed in the library at a time. This will include two staff members and two patrons. Patrons will need to make appointments and appointments will be limited to 30 minutes. This information will be available on the library facebook page. At the end of each day the staff member closing the library will sanitize the library. The contracted janitorial services are once a week and are currently scheduled for Thursdays. Nicole is trying to get them to come on a day that the library is not open to the public so it will not affect patron appointments.

New Business:

Special Town Meeting: The library has no articles to place on the agenda for the special town meeting.

Discuss who can sign bills/ payroll: Nicole can not sign the bills or staff payroll due to fact that she is new to the director position. In addition the Director is not allowed to sign her own payroll , therefore a trustee will need to sign the Director's payroll. On a motion made by Lucille Rosa and seconded by Linda Fournier , Nicole can sign the bills and have them co-signed by a library trustee, being either the chairman, vice chairman or secretary or if all three are not available one of the other trustees. This process will be evaluated in six months. The motion carried unanimously and reaffirmed with a roll call vote.

On a motion made by Linda Fournier and seconded by Irene Ashley , Nicole can sign her staff payroll and have it co-signed by a library trustee, being either the chairman, vice chairman or secretary or if all three are not available one of the other trustees. This process will be evaluated in six months. The motion carried unanimously and reaffirmed with a roll call vote.

Paul will complete the required forms and return them to the Town Hall so this process will be completed.

On a motion made by Linda Fournier and seconded by Lucille Rosa the Curbside Pickup Policy is to be placed in the policy book. The motion carried unanimously and reaffirmed with a roll call vote.

Cross Walk: The Highway Department will be contacted regarding painting the cross walk in front of the White Library.

A motion to adjourn at 7:00pm was made by Linda Fournier and seconded by Lucille Rosa. The motion carried unanimously and reaffirmed with a roll call vote.

Next meeting: August 20, 2020 at 7:00 pm.

Respectfully submitted



Beverly Sadeck