

**MIDLOTHIAN PUBLIC LIBRARY  
BOARD TRUSTEES SPECIAL MEETING  
May 11, 2020**

The meeting was called to order by President Chiz at 6:33 p.m. Present were Trustee Baker, Trustee Ceja, Trustee Ferguson, Trustee McDermott, Trustee Murawski, Trustee Woolard, Director Jennifer Cottrill, and Christy Parente, Recorder of Minutes.

**INTRODUCTION OF VISITORS**

Jan Kosmal, Midlothian resident; Anne Gilde and TeAnna Boyd Hodges, Midlothian Public Library employees.

**AUTHORIZATION OF DATES AND PROCEDURES FOR PHASES 1 AND 2 OF THE MIDLOTHIAN PUBLIC LIBRARY PHASED REOPENING PLAN**

Ms. Cottrill discussed with the board the procedures for reopening the library. The book drop will be opened on May 23, to allow patrons to start returning books so the staff can quarantine them for the recommended 3 days. Staff will work in teams of 4 or 5 members beginning May 26, to begin preparing to provide curbside service to patrons. June 3, curbside service and contactless homebound service will begin. Safety procedures and personal protective equipment will be provided to the staff. On a motion made by Trustee Baker and seconded by Trustee Ceja the board approved the reopening procedures for phases 1 and 2. 7 ayes and 0 nays.

**OTHER BUSINESS**

President Chiz reminded the board that election of officers will be held at the May 19 board meeting.

**PUBLIC COMMENTS/QUESTIONS**

President Chiz shared with the board an email from a patron inquiring about reopening the library. They asked what services would be offered, what hours, whether specific hours for seniors would be offered, whether Wi-Fi in the parking lot would be continued and offered suggestions for other services and programming. President Chiz and Ms. Cottrill have responded to the patron to thank them for their continued support and explained the services we are currently offering patrons and sharing our plans for reopening the library.

Jan Kosmal asked if only materials from the Midlothian Library would be available when the library reopens and if she could return materials from other libraries to us. Ms. Cottrill explained that only materials from our library would be available for check out. Loans from other libraries are still on hold until RAILS determines how to safely distribute items and re-initiates delivery. Materials from other libraries can be returned to our library.

Anne Gilde asked how summer lunches would be distributed. Ms. Cottrill explained that GCFD is making adjustments to the program to allow for grab-and-go lunches. The library's plan is to distribute lunches at the front door, and staff will have a plexiglass shield between them and the persons picking up, along with face masks and face shields, and gloves.

**ADJOURNMENT**

President Chiz declared the meeting was adjourned at 6:58pm. 7 ayes and 0 nays.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brenna Baker". The signature is written in black ink and is positioned below the typed name.

Brenna Baker

Secretary

BB/cp