

Blackstone Public Library
Board of Trustees Minutes
August 10, 2020

Present:

Lisa Cheever, Director	Deb Ristaino
Mary Lou Branchaud, Chair	MaryAnn Dobeck
Kelly Gillis, Vice-Chair	
Jean Alexandrowicz	Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order via Zoom Conference Call at 5:06 p.m. All were present.
- b. No minutes were available to review. Minutes of meetings from March 2020 through June 2020 have been submitted to the Town Clerk.
- c. Next meeting: September 14, 2020 at 5:00 p.m.
- d. Library Closings: Closed at this time due to COVID-19, available for curbside pick-up only.

2) Finances:

- a. FY20 encumbrances were discussed. Director was asked to provide an itemized accounting of all outstanding encumbrances at the September meeting.
- b. Warrants signed by the Chairperson were presented in the amounts of \$8,188.47, \$18,670.01 (contains CW/MARS payment), \$2,000, and \$9,812.46. Jean made a motion to ratify the invoices as presented. MaryAnn seconded; all voted in favor.
- c. Deb made a motion to approve the Gurney Contract for glycol testing and maintenance in the amount of \$528 to be paid from the Building Maintenance line. Kelly seconded; all voted in favor.
- d. Director's Account Balance Report was reviewed. Lisa noted that most Library programs have been rescheduled to Zoom Programs due to COVID-19. Director will provide update at the next meeting.
- e. LSTA current grant will be completed by September 30th. New LSTA grant will begin in October.

3) Director's Reports and Discussions:

- a. Director reviewed the statistics for the Zoom programs that have been held. Some of the programs have been uploaded to Youtube as performers have allowed.
- b. Curbside hours have been updated. Tech tent is not open currently; however, mobile printing is available.

- c. Three potential new part-time employees are awaiting physicals by the Town. These employees would be scheduled to work between 16-18 hours weekly. Due to the cut in the Part-time line item for FY21, the Library is unable to rehire for all of the part-time positions.
- d. Lisa has been in contact with the Tax Work Off Volunteers. Three of the volunteers will be returning to assist in shelving items on Tuesday and/or Thursday mornings prior to the Library's opening to the public on those days.
- e. Building Report:
 - Automatic faucets have been installed.
 - Thank you to Greatscapes for their labor donation of outdoor mowing.
 - Awaiting additional quotes for the replacement of the Light Panels.
- f. YA Report was reviewed and discussed. Programs have been adapted to online platforms.
- g. Children's Room Report was reviewed. Make and take craft projects have been extremely popular. Pictures of completed crafts have been posted online with parents' permission. Many of the programs funded by the Cultural Council Grants have been rescheduled to Zoom programs. It was noted that the Library Staff has done an exemplary job offering programs and activities during challenging times.
- h. Director noted that additional custodial hours will be needed for cleaning and sanitizing once the Library re-opens to patrons. Question was raised by Kelly whether funds from the Cares Act can be utilized for this. Deb made a motion to fund the substitute custodian in the amount of \$2,559.44 for four hours per week of cleaning due to COVID-19 to be paid from LIG/MEG line in the event the costs aren't covered by the Cares Act fund. Jean seconded; all voted in favor.
- i. Lisa reviewed the revised Phase 3 Plan for the Library re-opening. Tentative start date of September 14th was discussed. Deb made a motion to accept and submit the revised plan with suggested changes to the Board of Health for approval. Jean seconded; all voted in favor.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. Chairperson noted that until further notice, Trustees monthly meetings will continue on Zoom.

5) Old Business:

- a. Trustees Calendar was reviewed by Deb.
- b. ARIS Report and State Aid Report deadlines have been moved to October due to COVID-19. The Director will set her completion date for these reports to be coordinated with the Chairperson.

- c. Policy regarding pandemics was discussed. Board can begin looking at similar policies and discuss at the November meeting.

6) Adjournment:

- a. Kelly made a motion and Patty seconded the motion to adjourn the meeting at 6:26 p.m. all voted in favor.