

Blackstone Public Library  
Board of Trustees Minutes  
April 16, 2020

Present:

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

1) Opening:

- a. Meeting was called to order at 6:02 p.m. MaryAnn Dobeck was absent. Due to the Library closure, meeting took place via Zoom Conference Call.
- b. Next meeting date to be determined. Meeting date will be changed due to scheduled Finance Committee on the same night, May 11, 2020.
- c. Jean made a motion to approve the March 9, 2020 minutes. Kelly seconded; all voted in favor.
- d. Library has been closed as of March 16, 2020 due to the Governor's COVID-19 State of Emergency Order.
- e. Library phone number given to allow public to call in with any questions or concerns during the meeting.

2) Finances:

- a. FY 20 Invoices were discussed. Cover sheets were provided to Trustees by the Director. Kelly made a motion to ratify the invoices of April 10, 2020 previously signed by the Chairperson. Patty seconded; all voted in favor. Following additional discussion, Deb made a motion to allow Chairperson to sign for the Trustees while the Library is closed, excluding items from the Gift and LIG/MEG accounts. Kelly seconded; all voted in favor. Cover sheet of signed invoices will continue to be provided by the Director via email to Trustees.
- b. FY 20 Budget expenses to date reviewed.

3) Director's Reports and Discussions:

- a. Upcoming Library Programs have been canceled; most have been rescheduled.
- b. Completion deadline of LSTA Grant remains August 30, 2020. Completion deadline of Cultural Council grant programs also has not been extended and remains the end of December.
- c. Axis 360 Library Pop Up Device has been placed in the Library near the windows facing the Library parking lot. Patrons can park in the rear parking lot near the back of the

Library and access the device through Wi-Fi. Patrons without a Library card may access ebooks through this device. Information on borrowing items through Axis 360 can be found on the Library web page, Facebook page, or Director's Blog.

- d. The LSTA FY21 Grant has been submitted to the MBLC by the Director.
- e. Director reported that all Library purchases over \$500 will require authorization from the Town Administrator.
- f. Update provided by the Director regarding Part-time Staff working from home due to the COVID-19 Emergency Order. Staff has been participating in online classes, working on assigned Library projects, and creating a variety of online resources to reach Library patrons virtually. Director provided a listing of online content created by Staff.
- g. Assistant Director's Report was discussed. Summer Reading planning is ongoing. Online Story Time is being done by Tressy and is posted on Facebook.
- h. Library Incident Report Form was reviewed and discussed.

#### 4) Chairperson and Trustees Reports and Discussions:

- a. Correspondence: see attached.
- b. Changes were made to the Library Hot Spot Policy. Policy was amended on March 9, 2020.
- c. Trustee Calendar postponed until next meeting.
- d. Chairperson reported that the re-opening of the Library remains unclear. Input will be sought from the Governor of Massachusetts, Board of Health, Town of Blackstone, etc. A tentative plan of the re-opening will be formulated by the Director with input from the Assistant Director and the Head of Circulation in the upcoming weeks and reviewed by the Trustees.

#### 5) Good and Welfare:

- a. Thank you to the Director and Library Staff for all they have done to keep the Library active in spite of the new challenges.

#### 6) Adjournment:

- a. At 6:33 p.m. the Zoom connection was lost. Connection was re-established at 6:46 p.m. and meeting was continued.
- a. Deb made a motion at 6:47 p.m. to adjourn the meeting. Kelly seconded; all voted in favor.