

Blackstone Public Library  
Board of Trustees Minutes  
April 28, 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 6:03 p.m. All were present.
- b. Next meeting: May 11, 2020 at 6:00 p.m.
- c. Library Closings: Closed at this time due to COVID-19.

2) Finances:

- a. FY20 Invoice signing was discussed.

3) Director's Updates and Discussions:

- a. Assistant Director has requested funding for materials such as take-home craft kits for the Summer Reading Program. Deb made a motion to approve up to \$400 from the Gift Account to fund craft supplies for the Summer Reading Program. Jean seconded; all voted in favor.
- b. A planning session is scheduled for Friday, May 1, 2020 to discuss a structured multi-phase plan for re-opening the Library when approved by the Governor and Town of Blackstone. Input will be utilized from the MBLC, MLA, and sample plans from libraries across the country. First priority of plans will be the safety of the Staff and Patrons.
- c. Director has been in contact with a company that specializes in plexiglass partitions and safety barriers. Quote for the Library will be sought from company.

4) Trustees Reports and Discussions:

- a. FY20 Budget was discussed. Director and Chairperson have met with the Town Administrator regarding current budget. All Town Departments have been directed to make cuts to their current budgets. Spending freeze has been enacted with the exception of utilities and standing book and Library materials orders. All other purchases must be approved by Town Administrator. Discussion took place regarding a lay-off of Part-time Staff due to the Library closing and town directive which would result in a savings of \$16,288. Part-time Staff would be phased back to work once the State of Emergency has

been lifted and operations are phased back in at the Library. Deb made a motion for the Director to implement Part-time Staff layoffs resulting in the necessary cuts to the FY20 Part-time Staff line item. Kelly seconded the motion; all voted in favor.

- b. Virtual meeting was held by the MBLC regarding the impact of the COVID-19 Emergency Order on libraries across the State. It was stated that only the period prior to March 10, 2020 will be considered to determine whether libraries are in compliance with materials purchased and hours the libraries were open. Additional virtual meetings are being planned by the MBLC. Any Trustees wishing to attend should notify the Director to sign-up.
- c. Priority ordering will be offered to libraries by Amazon for those supplies that are required for re-opening of the Library such as masks, gloves, cleaning/sanitizing supplies, etc.
- d. Director's Annual Review has been tabled until the Fall. Template for the review has been provided to the Trustees. Date for the review will be considered at the August meeting.

5) Old Business:

- a. Outside sign has been changed to reflect the need for donations to the Blackstone Food Pantry. Deb has been in contact with the Food Pantry Representative. Food Drive will be planned later this year.

6) Adjournment:

- a. Deb made a motion at 6:41 p.m. to adjourn the meeting. Jean seconded; all voted in favor.