

Blackstone Public Library
Board of Trustees Minutes
July 13, 2020

Present:

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

1) Opening:

- a. Meeting was called to order via Zoom Conference Call at 5:09 p.m. Jean Alexandrowicz was absent.
- b. Deb made a motion to approve the minutes as presented of June 8, 2020. Kelly seconded; all voted in favor.
- b. Next meeting: August 10, 2020 at 5:00 p.m.
- c. Library Closings: Closed at this time due to COVID-19, open for curbside pick-up only.

2) Finances:

- a. FY20 encumbrances were discussed. Director noted encumbrances for Copier Contract, National Grid, Water/Sewer, and COVID-19 related purchases.
- b. Invoice signing was discussed. Warrants were signed by the Chairperson and remitted for payment in the amounts of : \$722.46, \$3,517.16, \$348.76, and \$2,323.69. Patty made a motion to approve the ratified warrants that were submitted. MaryAnn seconded; all voted in favor.
- c. FY21 Budget was reviewed and discussed, including the \$22,000 cut in the Part-time Staff line item.

3) Director's Reports and Discussions:

- a. Director welcomed the new YA Librarian, Mandi Whipple.
- b. Lisa provided an update on the Tech Tent set-up at the Library. Use of a laptop and mobile printing is available by appointment.
- c. Curbside delivery of Library items is going well. Director noted that Massachusetts Parks Passes as well as all other passes are also available through curbside pick-up.
- d. Due to Part-time resignations, the Library staffing is down six positions. Part-time positions have been advertised and interviews will be scheduled.
- e. Following discussion, Deb made a motion to approve \$300 for craft kits and prizes for the YA Summer Reading Program to be paid from the Gift Account. Patty seconded; all voted in favor.

- f. Director thanked the Head of Circulation, Donna Ansell, for the set-up of the curbside pick-up system and the facilitation of the ongoing book clubs via Zoom.
- g. Director noted an increase in the borrowing statistics for E-books and audio books. Also noted was the positive number of participants in the Summer Reading Program.
- h. Building Report was reviewed and discussed. It was noted that the Head Custodian has been able to repair many items, resulting in a large savings to the Library.
- i. Children's Report was discussed. Assistant Director has been extremely successful in adapting many of the programs to online programs.
- j. Director presented and answered questions regarding the Phase 3 Document Proposal. Lisa will submit the proposal to include the changes approved at this meeting to the Board of Health for review.

4) Chairperson and Trustees' Reports and Discussions:

- a. Election of Officers:
 - Kelly made a motion to appoint the following positions:
 - Chairperson: Mary Lou Branchaud
 - Vice-Chairperson: Kelly Gillis
 - Secretary: Patty Guzinski
 - Deb seconded; all voted in favor.
- b. It was noted that 2 Library Aides and a Substitute Custodian are routinely paid from LIG/MEG funds. Following discussion, Deb made a motion to approve \$13,667 from LIG/MEG to support the payroll for three Staff members. Kelly seconded; all voted in favor.
- c. Chairperson extended a thank you to Steve from Greatscapes for his donation of lawn cutting services when the Head Custodian was unavailable. Thank you also to Zack from BZ Leaf for their donated services.

5) Old Business:

- a. Deb reviewed the Trustees Calendar. CORI checks for the Trustees are due in 2021.
- b. Lisa provided an update on the ARIS Report.
- c. The creation of an Emergency/Pandemic Policy was discussed. Director noted that only one policy was available online. This policy was from the library in Jaffrey, NH. Follow-up to occur in the Fall.

6) Good and Welfare:

- a. The Jesse Liam Band is tentatively scheduled for Thursday, August 13, 2020 in the Library parking lot.

7) Adjournment:

- a. Deb made a motion at 6:10 p.m. to adjourn the meeting. Mary Ann seconded; all voted in favor.