

Blackstone Public Library  
Board of Trustees Minutes  
June 8, 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 5:04 p.m. All were present.
- b. Deb made a motion to approve the minutes as presented of May 12, 2020. Jean seconded; all voted in favor.
- b. Next meeting: July 13, 2020 at 5:00 p.m.
- c. Library Closings: Closed at this time due to COVID-19, closed for curbside pick-up on July 3rd and 4th.

2) Finances:

- a. FY20 Invoice signing was discussed.
- b. Warrants signed by the Chairperson were presented in the amounts of \$4,192.11, \$4,731.11, \$2,259.35, and \$387.13. Deb made a motion to approve the four warrants presented. MaryAnn seconded; all voted in favor.
- c. Account balances spreadsheet was reviewed and discussed. Status of electricity and heating line items was discussed. Staff line item was reviewed. Currently, five part-time and full-time staff are working at the Library, primarily doing curbside pick-up. One of the staff members is fulfilling requirements of LSTA grant and being paid from this grant.
- d. Discussion took place regarding the status of Cultural Council grants. It was noted that Cultural Council Grants are awarded on an annual calendar January to December spanning two fiscal years. Unibank grant in the amount of \$2,500 was deposited to the Library Gift Account.
- e. Library proposed budget for FY2021 was approved at the Annual Town Meeting. Part-time line item was level funded from FY2020; this will result in a reduction of staffing due to the state minimum wage increase.

3) Director's Reports and Discussions:

- a. Library is currently in Phase 2 of the Library Plan formulated by the Director with feedback from the Trustees. The Blackstone Board of Health has approved the Library's

proposed six phase plan. Library continues to be closed to the public. Touchless paper towel dispensers are being installed in the bathrooms. Plexiglass barrier installation is scheduled for June 17th.

- b. Curbside pick-up of Library materials began on Monday, June 1st. Director stated that the program has been very well received and is being utilized by many patrons. Statistics will be provided at the next Trustees meeting. Director noted that the passes for the State Parks are available and can be reserved online and picked up curbside. Lisa addressed interlibrary loans which are currently not being processed. Delivery of interlibrary loans will begin with the larger libraries and progress from there. All Eventkeeper reservations and Library emails are forwarded to the Director. Curbside hours will expand next week to accommodate more patrons.
- c. Homebound Policy has been posted on Eventkeeper for those who may qualify for this service.
- d. LSTA grant program on Wills and Trusts took place and was facilitated by staff member Diane Buehler via Zoom Conference Call. Fifty-eight attendees participated online. Program went smoothly thanks in part to Diane and the presenter got positive reviews. Patrons are able to continue to watch the program by signing up on Eventkeeper. Upcoming programs via Zoom were discussed.
- e. The Friends were notified that the Library cannot accept book donations at this time due to the Covid-19 emergency order.
- f. Building Report:
  - Repaving of Parking Lot is on hold
- g. Children's Room Report was reviewed and discussed. Assistant Director submitted an article to the newspaper and has provided a tutorial on Facebook. Children's Summer Reading Program is being reworked and planned. Craft bags for grab and go are being created and online trivia events are being scheduled. Tressy has been in contact with performers regarding rescheduling programs. Cultural Council grant money must be utilized by the end of the calendar year. Assistant Director noted in her report that virtual programs for children are not being scheduled at this time.
- h. Once the Library is open to the public, the Children's Room will be open to patrons by appointment only as delineated in Phase 3 of the the Library's Plan.
- i. Assistant Director has applied for a grant to subsidize the Beanstack Program for keeping track of Patrons' Summer Reading and reading throughout the year.

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

- a. FY21 Budget was discussed. The impact of the state minimum wage increase on the Part-time Staff line item was reviewed. The increase is set to take place on January 1, 2021.

- b. Discussion took place regarding the future Library reopening as detailed in the Library Plan. Director has recommended that due to the cleaning procedures, the Library be closed on Saturdays through the end of the summer. The MBLC grant requirement for Library open hours will not be impacted by this change.
- c. Trustee Term Notification letters were sent out by the Town. The Trustee terms for Jean and Deb are up for renewal. Deb will follow-up with the Town Clerk regarding the swearing in.

5) Old Business:

- a. Trustees Calendar was reviewed and discussed.
- b. Policy Manual revisions were discussed. Jean will update the section on Webinars and forward to the Director. Consideration will be given to a pandemic policy as written by Jaffrey, NH town library.
- c. Thank you to the Library Staff for their continued work and dedication during this challenging time.

6) Adjournment:

- a. Jean made a motion at 6:04 p.m. to adjourn the meeting. Deb seconded; all voted in favor.