

Blackstone Public Library  
Board of Trustees Minutes  
March 9, 2020

Present:

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

1) Opening:

- a. Meeting was called to order at 6:01 p.m. Deb Ristaino was absent.
- b. Next meeting date is April 13, 2020 at 6:00 p.m.
- c. Jean made a motion to approve the February 3, 2020 minutes. Maryann seconded; all voted in favor.
- d. Library Closings: none.

2) Finances:

- a. FY20 Invoices were signed and discussed. World Band Contract, CBS Copier Contract, and Red Hawk (now ADT) Contract reviewed and discussed.
- b. TruGreen proposed contract discussed. Jean made a motion to approve the proposed TruGreen annual contract in the amount of \$483.22. Maryann seconded; all voted in favor.

3) Director's Report:

- a. Director provided an update on the Axis 360 Library Pop-up Device purchased by the Library. Goodstuff Smokehouse is slated to host the device once it is in circulation. Promotional materials will be provided and posted on the Library's website and on social media. Loans on the device will be counted toward circulation and the ARIS report. Director will provide a demonstration of this at the April meeting.
- b. Based upon the popularity of the Library HotSpots on loan, Director has proposed amending the Policy. Lisa recommended amending the Policy to state, "After returning a HotSpot, a patron must wait 21 days before checking out another Hot Spot." Kelly made a motion to approve the amendment as presented; Jean seconded. All voted in favor.
- c. Director discussed the procedure for notifying patrons of overdue and/or lost items. Staff has been utilizing the procedure for items in the Library of Things. Director will continue to investigate the criteria used for lost items.
- d. The Goodstuff Smokehouse Pop-Up Library Card event was extremely successful and raised \$400.50 for the Library Gift Account. Thank you letters have been sent.

- e. Lisa reviewed the Highlight of the Month, the Library of Things' 3D Pens. The pens have been extremely popular with children and young adults. Director demonstrated use of a pen.
- f. Warrant signing schedule presented by the Director was reviewed and discussed. Four Trustee signatures are needed on all invoices. Any invoices requiring discussion and/or being paid from LIG/MEG or Gift Account shall be presented at the monthly Trustees Meeting for signing.
- g. Combined YA and Childrens program, Forensic Road Show was discussed. Kelly made a motion to approve \$250 from the Friends donation to the Gift Account to fund the program. Patty seconded; all voted in favor.
- h. Grant requested from Dean Bank to fund the program "Murder a la Carte". Library Volunteers will be granted first access at signing up for the program. Jean made a motion to fund the program up to \$795 from the Gift Account in the event of a shortfall from the grant. Kelly seconded; all voted in favor.
- i. Friends of the Library updated was given. Next Friends meeting is scheduled for March 17, 2020 at 6:45 p.m.
- j. Art Display in the Meeting Room is ongoing through the month of March by the Blackstone Valley Art Association.
- k. Building Report reviewed and discussed.
  - Meeting with Marc Tancrell from Omega Alarm and Town Administrator will be scheduled to review proposed security system.
  - Thank you to BZ Leaf Lifters for donating their tree trimming services to the Library.
- l. Children's Report was discussed. Donations continue to be collected for the Bruins Pajama Drive. Additional donations of YA and teen pajamas are needed. Raffle tickets for the signed Bruins hockey puck will be given for each donation.
- m. YA Report was reviewed. Homework and Hang afterschool program is set to begin March 10, 2020.
- n. Account Balances Spreadsheet was reviewed.

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

- a. Correspondence: see attached.
- b. Building items on Warrant Article were discussed.
- c. Ongoing book sale in the Library has been revised and updated. Friends of the Library have scheduled trained volunteers to weed and shelve appropriate donations in the ongoing book sale area.
- d. Annual Wreath Workshop will be scheduled for December 1, 2020 and the Annual Ribbons and Greens Workshop will be December 5, 2020.
- e. MBLC Webinar on the Corona Virus and the impact on libraries is scheduled for March 26th at 4:00 p.m.

- f. Kelly provided information on recommendations for preventing the spread of the Corona Virus. Pandemic Policy enacted in Jaffrey, NH Library was discussed. Additional cleaning and disinfecting measures are taking place at the Library. Updates on the virus can be found on the Town website and Mass.gov website. Trustees will familiarize themselves with the Library's Emergency Closing Procedures.

5) Old Business:

- a. Donations will be solicited during National Library Week for the Blackstone Millville Food Pantry. Deb Ristaino has been in contact with the Food Pantry. A listing of specific types of foods needed will be compiled and distributed the week prior.
- b. Jean provided an update on the Policy Manual.
- c. Trustee Calendar was reviewed by Chairperson.

6) Good and Welfare:

- a. Central Massachusetts Library Association (CMLA) will be hosting a Trivia Night Fundraiser in April. Funds raised will be utilized to fund Library Legislative Breakfasts.
- b. The Boy Scouts are collecting donations at the Library for the Blackstone Valley Animal Shelter.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 7:24 p.m. Kelly seconded; all voted in favor.