

Blackstone Public Library
Board of Trustees Minutes
May 12, 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 5:06 p.m. All were present.
- b. Deb made a motion to approve the minutes as presented of April 16, 2020 and April 28, 2020. Jean seconded; all voted in favor.
- b. Next meeting: June 8, 2020 at 5:00 p.m.
- c. Library Closings: Closed at this time due to COVID-19.
- d. Annual Town Meeting is scheduled for May 26, 2020.

2) Finances:

- a. FY20 Invoice signing was discussed.

3) Director's Updates and Discussions:

- a. Lisa provided an update of Staff working at the Library and working remotely.
- b. Event Keeper Advanced program has been purchased to assist with curbside pick-up. Program can be customized to fit the Library's needs. Purchase was paid from R&M Software line item.
- c. Zoom Conference Call program has been purchased for use with Trustees Meetings and Library remote programming.
- d. Some of the programming funded by the LSTA Grant have been rescheduled virtually to take place on Zoom. Dianne Buehler has been coordinating with the presenters. Patrons will register with the Library for each program and then be sent a link to the presentation.
- e. Building Matters:
 - Some of the furniture in the Library has been removed to comply with social distancing requirements.
 - Head Custodian will be spreading the mulch that was delivered.
 - Fasolino has completed the replacement of one sprinkler head which was not working.
- f. Director provided a status update of the Library Book Groups.
- g. Poetry Contest deadline is Saturday May 16, 2020. Poetry reception will be scheduled and take place virtually.

4) Trustees Reports and Discussion:

- a. FY21 Budget was presented at the Finance Committee Open Hearing on May 11, 2020. Proposed budget was level funded and included a reduction in Part-time Salary line item, resulting in a budget of \$522,061.40.
- b. Quote for Plexiglass installation was provided by Pioneer Glass of Whitinsville, Massachusetts. Director presented a summary of areas in the Library requiring modifications for the protection of Staff and Patrons. Funding for the Plexiglass and installation will be paid for by the Operating Budget and coded as COVID-19. Director will follow-up with Pioneer Glass regarding warranty questions. Deb made a motion to direct Lisa to move forward with Pioneer Glass to secure the materials and work as necessary to open the Library when the Governor and local officials have deemed it safe. Jean seconded; all voted in favor.
- c. Proposed Library Opening Plan was discussed. Director noted that it is a working document and will change as feedback from the Board of Health and local officials is incorporated. Lisa reviewed phases of the plan and specific protocol proposed. We are currently in Phase 1 of the plan. Phase 2 involves some of the part-time staff reporting to work and Curbside Pick-up and Homebound delivery beginning. Director explained specifics of ordering Library materials and patrons picking up curbside. Items can be ordered online by patrons or patrons can call and place items on hold for pickup. Suggestion was made by Deb that patrons should know in advance what items they would like if they are calling. Phone calls may need to be limited depending upon staff availability. Phases 3, 4, and 5 were reviewed by Director with input from Trustees given.
- d. Director, Assistant Director, Head of Circulation, and Chairperson have attended Virtual Webinars on Library re-opening presented by MBLC. Additional webinars are scheduled.

5) Old Business:

- a. Director's Annual Review has been postponed. Trustees may complete at any time and forward reviews to Deb.

6) Good and Welfare:

- a. Staff has been doing an excellent job of keeping an active presence online and through social media. The extra effort staff has been making is appreciated.

7) Adjournment:

- a. Deb made a motion to adjourn the meeting at 6:34 p.m. MaryAnn seconded the motion.
All voted in favor.