

Blackstone Public Library
Board of Trustees Minutes
October 5, 2020

Present:

Lisa Cheever, Director
Mary Lou Branchaud, Chair
Kelly Gillis, Vice-Chair
Jean Alexandrowicz

MaryAnn Dobeck

Patty Guzinski, Secretary

1) Opening:

a. Meeting was called to order via Zoom Conference Call at 5:02 p.m. Deb Ristaino was absent.

b. Kelly made a motion to approve the minutes of September 14, 2020 as presented. MaryAnn seconded; all voted in favor.

c. Next meeting: November 9, 2020 at 5:00 p.m.

d. Library Closings: Closed at this time due to COVID-19, open by appointment only and available for curbside pick-up on Tuesdays and Thursdays. Closed for Veterans' Day on November 11th.

2) Finances:

- a. FY20 encumbrances were discussed. Director provided a summary of two encumbrances. Town Accountant and CBS Representative are aware of outstanding erroneous Xerox invoice.
- b. Warrants signed by the Chairperson since the last meeting were presented. Jean made a motion to ratify the three warrants as presented by the Director. Kelly seconded; all voted in favor.
- c. Director provided FY21 Budget update. Increased spending of the Building Repair and Maintenance line item was noted due to COVID-19 related expenses. All wages are currently forecasted and included within the operating budget; LIG/MEG funds that were approved for part-time staff have not yet been expended for FY21.
- d. LSTA Grant has been completed. FY21 Grant has been received by the Town with the start date set for the end of October.
- e. FY22 Proposed Budget was discussed and reviewed. World Band Contract will be modified from an hourly rate to a device based contract according to the Library's computer inventory. Director will determine if there are computers included in the inventory that can be removed from the contract.
- f. Status of the Library Donation was provided by the Director.

3) Director's Reports and Discussion:

- a. Lisa provided an update of in-person Library visits and curbside visits.
- b. Cookie Walk Fundraiser will be held on December 19, 2020. Changes will be made in accordance with Covid-19 guidelines and restrictions. A limited number of bakers will be utilized along with an order form and restricted pick-up times. Director will proceed with plan and coordinate with Ellen. Plans will be presented to the Board of Health for approval.
- c. The company responsible for the Pop-up Library device and program has granted a free six month period due to Covid-19 pandemic. Lisa outlined the specifics of the upcoming program.
- d. ARIS Report has been signed and submitted. State Aid Report and LSTA Grant were discussed.
- e. The Assistant Director has set up text messaging through the Library website. Cost for the program is paid through Software Maintenance line item.
- f. Cultural Council Grant Applications were discussed. Grant submissions include costs for in-person versus Zoom programs.
- g. Lisa reviewed the proposed FY2022 Library Action Plan. Many of the upcoming goals are dependent upon Covid-19 restrictions. Final draft is due in December.
- h. Fall Town Meeting is tentatively planned for November 14, 2020.
- i. Covid-19 related purchases have been and continue to be sent to the Town Accountant.
- j. Shortfalls and adjustments to the Cultural Council Grants were discussed.
- k. Friends of the Library held their Annual Meeting via Zoom on September 24th. Approval was granted for Children's and YA requests. A check for \$1,000 was given to the Library by the Friends to be used for materials and programs at the Director's discretion. Next Friends meeting is scheduled for October 22nd at 7:00 p.m. via Zoom.
- l. Director reviewed upcoming programs.
- m. Building Report was reviewed and discussed.
- n. YA Report and Children's Room Report were discussed.

4) Chairperson and Trustees Reports and Discussion:

- a. Correspondence: see attached. Letter of Resignation was submitted by Trustee Deb Ristaino. The Board thanked Deb for her many years of dedicated service to the Blackstone Library. The Board received a letter of intent by Kate Renaud to fill the vacancy on the Board of Trustees.
- b. Kelly made a motion to close the Library on November 26th, 27th, and 28th for the Thanksgiving holiday weekend. Kelly seconded; all voted in favor.
- c. Library By-Laws were discussed. Jean made a motion to insert "or time" in Line 2, Article 4, Section 1 of the By-Laws. Kelly seconded; all voted in favor.

5) Old Business:

- a. Trustee Calendar updated by Kelly.
- b. Jean outlined Pandemic Policy and Emergency Response Plan. Trustees to review proposed policies and provide any feedback to Jean. Policies will be reviewed and finalized at the November Trustee Meeting.

6) Good and Welfare:

- a. Thank you to the Director and Staff for moving forward in successfully opening the Library by appointment. Many positive patron comments were received regarding the opening of the Library, Curbside Delivery, and Zoom programming. It was noted that current Staff members have done an excellent job in providing these services through their skills and positive attitude.

7) Adjournment:

- a. Patty made a motion at 6:40 p.m. to adjourn the meeting. Jean seconded; all voted in favor.