

Blackstone Public Library
Board of Trustees Minutes
September 14, 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 5:01p.m. All were present.
- b. Jean made a motion to approve the minutes of July 13, 2020 and August 10, 2020 as presented. Kelly seconded; all voted in favor.
- c. Next meeting: October 5, 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 Columbus Day on October 12th.

2) Finances:

- a. FY20 encumbrances were discussed. Director provided a summary of encumbrances in the amount of \$415.46.
- b. Warrants signed by the Chairperson were presented. Jean made a motion to ratify the warrants since August 10, 2020 as presented by the Director. Mary Ann 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.
- d. Director noted that the Library received an anonymous donation in the amount of \$10,000. Trustees expressed appreciation of the generous gift. Jean made a motion to accept the donation and deposit into the Library Gift Account. Kelly seconded; all voted in favor. Chairperson will send letter to the Board of Selectmen for acceptance of gifts over \$1,000.00 as per Town Administrator's directive.

3) Director's Reports and Discussion:

- a. Library reopened for patrons by appointment today. Additionally, Curbside Service will continue on Tuesdays and Thursdays.
- b. Three new Part-time Staff have begun working at the Library.
- c. Lisa provided an explanation of the Homebound Delivery Program.
- d. Thank you letter and donation was received by the Ferrara Family.

- e. Jean made a motion to approve the Victory Contract which includes Spring and Fall maintenance in the amount of \$3,700, to be paid from the Operating Budget. Kelly seconded; all voted in favor. Director will forward the contract to the Town's Chief Procurement Officer for review and approval.
- f. Kelly made a motion to approve the World Band Contract in the amount of \$4,000 for 40 hours to be paid from the Software Maintenance line item. Jean seconded; all voted in favor.
- g. One quote has been received for the replacement of the electrical panel. Awaiting additional quotes; item tabled until October meeting.
- h. Proposed procedures for outdoor YA Craft Programs, outdoor Children's Story Times, and Children's Halloween Event were discussed. Friends of the Library upcoming Annual Meeting may take place via Zoom or outdoors at the Library per outdoor plan. Jean made a motion to continue with the proposed programs as presented. Mary Ann seconded the motion; all voted in favor. Director will submit proposed plans to the Board of Health for approval.
- i. Upcoming deadlines for the ARIS Report, State Aid Report, and Cultural Council Grants were discussed. Library Action Plan is due in December.
- j. Upcoming programs were discussed. All programs are via Zoom. Registration can be done online or by phone.
- k. Building Matters Report was discussed.
- l. Children's Room Report was reviewed and discussed. Kelly made a motion to approve \$460 to be paid from the Gift Account for Children's Halloween Program, Toe Jamming to be held outdoors on October 3, 2020. Jean seconded; all voted in favor.

4) Chairperson and Trustees Reports and Discussion:

- a. Correspondence: see attached.
- b. Blackstone Food Pantry and Animal Shelter collection was held by the Lions in the Library Parking Lot. Kelly noted that the event was very well organized and successful.
- c. COVID related expenses continue to be tracked by the Director. The possibility of having expenses reimbursed from Federal COVID grant money was discussed.
- d. Massachusetts Medical Family Leave Act taking effect January 2021 does not apply to Municipal Employees. Acceptance of the program would need to be voted upon at Town Meeting.
- e. Employee Vacation Time will be allowed to carryover until next fiscal year due to COVID-19 circumstances.
- f. Norfolk and Worcester Counties Work Crew Programs are currently on hold.
- g. Director will reach out to the Board of Selectmen members to determine if one would be willing to report on upcoming Library programs and updates at the BOS meetings.

5) Old Business:

- a. Deb reviewed the Trustee Calendar.
- b. A Pandemic Policy drafted by Jean was presented. Trustees will review and send feedback to Jean.
- c. Phase I of the Library portion of the Green Grant has been completed. Library has been approved for the second phase of the grant. Interior lighting will be addressed during this phase.

6) Good and Welfare:

- a. None

7) Adjournment:

- a. Jean made a motion at 6:15 to adjourn the meeting. Kelly seconded; all voted in favor.