

Blackstone Public Library
Board of Trustees Minutes
April 12, 2021

Present:

Lisa Cheever, Director
Mary Lou Branchaud, Chair
Jean Alexandrowicz

MaryAnn Dobeck
Kate Renaud
Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order via Zoom Conference Call at 5:05 p.m. Kelly Gillis was absent.
- b. Jean made a motion to approve the minutes of March 8, 2021. Kate seconded; all voted in favor.
- c. Next meeting: scheduled meeting on May 10, 2021 at 5:00 p.m. may need to be postponed due to the Town's Public Hearing on that date. Blackstone Annual Town Meeting is May 25th.
- d. Library Closings: Closed at this time due to COVID-19, available for curbside pick-up. Closed for Patriots Day on April 19th.
- e. Next Friends of the Blackstone Library: April 20, 2021 at 6:30 p.m. via Zoom.

2) Finances:

- a. Warrants signed by the Chairperson since the last meeting were presented. Jean made a motion to ratify the warrants as presented by the Chairperson. MaryAnn seconded; all voted in favor.
- b. FY21 Budget reviewed and discussed. Director provided an explanation of the account balances. Discussion took place regarding Cares Act funds for COVID related expenses. Director noted that four additional Hot Spots will be purchased due to their popularity.
- c. FY22 Proposed Budget was discussed. Director will contact the Acting Chair of the Finance Committee to determine if the committee members have questions regarding the proposed Library Budget.

3) Director's Reports and Discussion:

- a. The Library has re-opened by appointment on March 15th. The Director provided statistics of Library appointments and curbside usage. All Staff has been fully vaccinated with the exception of two Staff members. Director continues to track and analyze usage statistics. Lisa recommended re-opening to walk-in traffic or increasing the allotted number of appointments. Board of Health's guidelines for re-opening will be solicited.
- b. New and updated website has been launched. Progress has been made in assuring that the website is ADA compliant. Director and Staff will continue to work on the color and graphics on the site as recommended by the Trustees' feedback.

- c. Curbside pick-up and Homebound Delivery are ongoing and will continue to operate during the Library reopening in order to accommodate patrons who wish to have no contact delivery. Director provided updated statistics of patron usage in her report.
 - d. National Library Week took place on April 4th through 10th. The theme was “Welcome to your Library” and included a teddy bear naming contest.
 - e. Idea Lab and use of Quiet Studies was discussed. It was decided that the rooms would be used for promoting the Idea Lab until July 1, 2021.
 - f. Director and Trustee, Kate Renaud attended the annual Library Legislative Day via Zoom.
 - g. Lisa thanked Robert at Lost Brothers Pallet Corporation for their donation of wood for Library programs. Thank you was expressed to Attorney Dan Doyle for his donation to the Library. Thanks also to Tony Catalano and the Blackstone Lions for organizing and running the food drive that took place in the Library Parking Lot.
 - h. Friends of the Library are currently holding a Bulb and Flower Fundraiser. Orders can be placed online through the Friends link.
 - i. Building Report was reviewed. Thank you to Steve Puget of Complete Site Solutions for the mulch placement.
 - j. Children’s Room Report was reviewed. Free seed packets were provided through Rhode Island Seed Project. Following discussion, Jean made a motion to approve \$350 from the Gift Account for the Children’s Summer Reading Finale program, Ed the Wizard. Patty seconded; all voted in favor.
 - k. YA Report was discussed. Take home craft kits, Book Clubs, outreach, and virtual programming were reviewed.
 - l. Circulation and Technical Services Report was reviewed. Explanation of Hoopla, Libby, and Overdrive was provided. Chairperson recommended that the explanation be added to the Library’s webpage. Online Chat and emailing of Staff continues to be available through the webpage.
- 4) Chairperson and Trustees’ Reports and Discussions:
- a. Correspondence: see attached.
 - b. The first installment of the Library State Aid was received.
 - c. Upcoming MBLC programs were discussed.
 - d. UV Light Installation was discussed. Quote was provided by Victory for six UV lights with pathogen and allergen filters installed in five Air Handlers. Once installed, the system would be monitored twice a year for any maintenance issues. The cost of the replacement bulbs must be factored into the annual operating budget. The lights and installation would fall within the guidelines of reimbursement from the Cares Act funding. Town Accountant was contacted regarding Cares Act reimbursement questions. Jean made a motion to fund \$8,314.00 from LIG/MEG for installation of the UV Lighting System with the condition of reimbursement from Cares Act funding. Kate seconded; all

voted in favor. Director will follow-up with the Acting Town Administrator to approve the quote and schedule installation with Victory.

5) Old Business:

- a. A revision of the Director's Annual Review form will be completed by former Trustee, Deb Ristaino.
- b. Mary Lou reviewed the Trustees Calendar.
- d. Jean provided an update on the Policy Manual.

6) Good and Welfare:

- a. None.

7) Adjournment:

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