

Blackstone Public Library
Board of Trustees Minutes
February 8, 2021

Present:

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

1) Opening:

- a. Meeting was called to order via Zoom Conference Call at 5:01 p.m. All were present.
- b. Kelly made a motion to approve the minutes of January 11, 2021. Jean seconded; all voted in favor.
- c. Next meeting: March 8, 2021 at 5:00 p.m.
- d. Library Closings: Closed at this time due to COVID-19, available for curbside pick-up. Closed February 15, 2021 for Presidents' Day.

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. Mary Ann seconded; all voted in favor.
- b. FY21 Budget reviewed and discussed. Director provided an explanation of the account balances.
- c. FY22 Proposed Budget has been submitted to the Interim Town Administrator, Town Accountant, and Finance Committee. Upcoming meeting with the Finance Committee will be scheduled.

3) Director's Reports and Discussion:

- a. Curbside pick-up and Homebound Delivery are ongoing. Director provided updated statistics of patron usage in her report. Staff has been able to adjust and increase curbside hours to accommodate more patrons. Numbers of patrons utilizing curbside pick-up continues to increase.
- b. National Library Week is scheduled for April 4th through 10th. The theme is "Welcome to your Library". Planning meeting will be scheduled by the Staff. Input and participation by Trustees is welcomed.
- c. Director presented the two record players in the Library of Things as the Highlight of the Month. Lisa noted that the record players and records are available to borrow. The Library has received positive feedback regarding new items available to patrons. Handout on Wowbrary new items has been provided to patrons using curbside and home

delivery. Director explained Wowbrary and how to view the Library's newest items and New York Times Bestsellers added to the collection.

- d. Following discussion, Jean made a motion to approve \$400 to be paid from the Gift Account to fund the program "Women in Jazz". Kate seconded the motion. All voted in favor. Program is scheduled for March 17th via Zoom and is one of the programs planned for the LSTA Grant. Kelly recommended notifying the high school's music department of the program.
- e. Upcoming programs and Book Clubs/Groups were reviewed. The recommendation of a purchase and installation of a drop down screen in a Quiet Study was discussed to be added to the list for consideration using recent memorial gifts.
- f. Director and Chairperson discussed their meeting with the Interim Town Administrator, Greg Balukonis.

g. Building Matters:

- Update was provided on the Fire Panel and annual testing of the Fire Alarm.

- Green Grant has been completed. Question was raised as to whether the new energy-efficient light bulbs are warrantied and if any spare bulbs are available. Thank you to Sandy Lemoine was expressed for her assistance in coordinating the grant.

- Jean made a motion to approve \$2,959 to be paid from the Building Warrant Article to repair the Fan Box #6. Kelly seconded; all voted in favor.

- The repair of the Light Panel is waiting for final signatures on the contract by the Selectmen and the contractor. The scheduling of the repair by Sieman's will be scheduled once the parts arrive.

- Thank you to BZ Leaf Lifters for the donation of tree trimming of the Library's trees.

- h. Children's Room Report and YA Report were discussed. Craft kits and programming were reviewed. Upcoming programs which are part of the LSTA Grant were discussed.
- i. Circulation Report was reviewed. Curbside pick-up process and weeding of the collection were explained.
- j. Re-opening of the Library to patrons was discussed. Director presented the updated re-opening plan. The plan will be submitted to the Board of Health for feedback and approval.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. Annual Review of the Director was discussed. Format will be revised with the assistance of former Trustee, Deb Ristaino.
- c. The Trustee terms of Mary Lou, Kelly, and MaryAnn expire in July 2021. Trustees to contact the Town Clerk to be sworn in.
- d. Millville Library has been certified by the MBLC. Discussion took place regarding requirements for library certification. First installment of the State Aid has been received by the Library.

5) Old Business:

- a. Kelly reviewed the Trustees Calendar. Ideas for National Library Week were discussed. Legislative Breakfast will likely be held via Zoom; Lisa will keep Trustees updated.
- b. Reminder for Trustees to renew their CORI Checks. Trustees to forward a copy of their licenses and completed CORI Form to Tressy prior to the next Trustees Meeting.
- c. Jean provided an update on the Policy Manual.

6) Good and Welfare:

- a. None.

7) Adjournment:

- a. Mary Ann made a motion to adjourn the meeting at 6:25 p.m. Jean seconded; all voted in favor.