

Blackstone Public Library
Board of Trustees Minutes
March 8, 2021

Present:

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

MaryAnn Dobeck
Kate Renaud

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 February 8, 2021. Kate seconded; all voted in favor.
- c. Next meeting: April 12, 2021 at 5:00 p.m.
- d. Library Closings: Closed at this time due to COVID-19, available for curbside pick-up. No holiday closings.
- e. Next Friends of the Blackstone Library: March 16, 2021 at 6:30 p.m.

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. Kelly seconded; all voted in favor.
- b. FY21 Budget reviewed and discussed. Director provided an explanation of the account balances.
- c. FY22 Proposed Budget was discussed. FY22 Revolving Account Warrant Article has been submitted. A procedural update will be placed on a Warrant Article for the upcoming Annual Town Meeting to close out the Library's Construction Account. Annual Town Meeting is scheduled for May 25, 2021.

3) Director's Reports and Discussion:

- a. The Library is scheduled to reopen by appointment on March 15th. Director outlined the updated procedures which have been approved by the Board of Health. The Head Custodian and substitute custodian have been moving furniture into Quiet Study 2. Quiet Study 1 and Historical Room will be open for Arts and Crafts and Idea Lab as scheduled by Staff. CDC and BOH guidelines will be followed regarding cleaning and sanitizing of surfaces and rooms.
- b. 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.

- c. National Library Week is scheduled for April 4th through 10th. The theme is “Welcome to your Library”.
- d. Director presented the online database resource “A to Z” as the Highlight of the Month. Lisa demonstrated the sign-in process and use of the resource. Kelly recommended that an online video tutorial on the A to Z resource would be beneficial.
- e. Blackstone Cultural Council Grants in the amount of \$4,725 have been approved for all the Library submissions.
- f. Following discussion, Jean made a motion to approve \$250 to be paid from the Gift Account to fund items for National Library Week. Kelly seconded; all voted in favor.
- g. Lost Item List continues to be generated and updated by Cheryl Marino-Page.
- h. Thank you was expressed by the Director to Denise Binette for sixteen years of service.
- i. Director provided an explanation of the Talking Books Library in Worcester. Lisa will provide a website link on the Library’s homepage.
- j. Thank you to the Friends of the Library for their generous \$1,000 donation for Library programming. Director noted that contributions can be made to the Friends through the Amazon Smile Program.
- k. Upcoming programs were discussed.

l. Building Matters:

-Update was provided on the Fire Panel and annual testing of the Fire Alarm and Sprinkler System. Red Hawk performed the testing.

-Following discussion, Jean made a motion to approve payment from the Gift Account to Tru-Green in the amount of \$483.22. MaryAnn seconded; all voted in favor.

-Follow-up to be done with Ed Bouchard from Victory regarding UV Lighting to mitigate COVID. There is currently a twelve week wait time for materials.

-The scheduling of the Light Panel repair by Sieman’s will be done once the parts arrive.

-Steve from Great Scapes is willing to donate his services to do the mulch placement in the Spring. Mary Lou will provide an update at the April meeting.

- m. Children’s Room Report and YA Report were discussed. Take home craft kits, Book Clubs, outreach, and virtual programming were reviewed.
- n. Circulation Report was reviewed. An explanation of the Mango online resource was provided. Copying, printing, and faxing continue to be offered through Curbside.

4) Chairperson and Trustees’ Reports and Discussions:

- a. Correspondence: see attached.
- b. The Blackstone Lions have requested the use of the rear of the Library Parking Lot on Saturday, April 17th from 10:00 to 1:00 for a food drive to benefit the local food pantry.
- c. The Legislative Day will take place on April 7th via Zoom.

- d. The first installment of the Library State Grant has been received.
- e. Memorial Donations were discussed. Director will keep an ongoing list of ideas for possible expenditures. Trustees will submit ideas to Lisa.

5) Old Business:

- a. A revision of the Director's Annual Review will be completed by former Trustee, Deb Ristaino.
- b. Kelly reviewed the Trustees Calendar.
- c. CORI Checks have been completed by the Trustees and submitted to Town Hall.
- 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 6:24 p.m. Kelly seconded; all voted in favor.