

Blackstone Public Library
Board of Trustees Minutes
January 11, 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 5:02 p.m. All were present.
- b. Jean made a motion to approve the minutes of December 14, 2020. Kelly seconded; all voted in favor.
- c. Next meeting: February 8, 2021 at 5:00 p.m.
- d. Library Closings: Closed at this time due to COVID-19, available for curbside pick-up. Closed January 18, 2021 for Martin Luther King 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. Email from the Town Accountant regarding the CARES Act was discussed. CO-VID related expenses may be submitted to the Town Accountant for reimbursement through the CARES Act. Director is tracking all CO-VID related spending and will submit for reimbursement this fiscal year.
- c. Director provided breakdown of the LSTA FY21 Grant.
- d. FY22 Proposed Budget was discussed. Board of Selectmen Budget Hearing was held January 9, 2021. Proposed Library Budget was presented by Director and Chairperson. Upcoming meeting with the Finance Committee will be scheduled.

3) Director's Reports and Discussion:

- a. Curbside pick-up hours have been extended to 8:00 p.m on Mondays, Tuesdays, and Thursdays to accommodate more patrons. Lisa provided statistics on curbside numbers.
- b. The Cookie Walk Fundraiser raised \$1,131 at the event. Thank you to Ellen Goudreau for her hard work and dedication to the fundraiser. Thank you also to the Law Office of Dan Doyle, Park 'n Shop, and MaryLou Branchaud for their contributions to the Cookie Walk. And a thank you to the bakers was expressed for their generous and delicious donations.

- c. Pop-up Library was discussed.
- d. Lisa discussed programming.
- e. Director presented the Book Group and Book Clubs for the Highlight of the Month. Explanation of the Book Clubs and Group was provided along with the Book Club in a Bag that is available to patrons. Kate suggested that children and/or YA may be interested in Book Club in a Bag also. All Book Clubs have continued to meet via Zoom.
- f. Statistics were provided for the Brainfuse online homework help. Brainfuse program provides tutoring for all ages and has been very popular among patrons. Jean suggested that the schools' principals be reminded of the program and it be posted on the Library Facebook page.
- g. Building Matters:
 - Victory Heating has been contacted regarding recommended HVAC UV filters. Purchase and installation may qualify as a CO-VID expense.
 - Green Grant installation of light bulbs and fixtures is scheduled for Wednesday, January 13th. Thank you to Sandy Lemoine for coordinating the Green Grant.
 - Work on the HVAC System and Light Panel is being scheduled.
- h. Children's Room Report was reviewed. Make and Take Crafts have been extremely popular. Past and Upcoming Programs and Events were discussed.
- i. YA Report was discussed. Upcoming Photo Contest and STEAM Programs were noted.
- j. Circulation and Technology Support Report was reviewed.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. Worcester County Sheriff's Program is currently on hold due to the pandemic. Library is on their contact list for the program when it resumes.
- c. Jean made a motion to approve the FY22 Warrant Article for the Revolving Account. Kelly seconded; all voted in favor.
- d. Dates of upcoming Trustees Meetings and Library Holiday Closings will be submitted to the Town Clerk.
- e. Library Annual Report was reviewed. Director will edit and send out final draft to the Trustees for feedback.

5) Old Business:

- a. Donations to the Gift Account were discussed. Suggestions for the use of funds will be sought from the Director, Staff, and Trustees. Suggestion was made by Director for an upgrade to the sound system in the Meeting Room. It was noted that the system is outdated and sometimes difficult for program speakers to utilize. Stack column markers, Reference Desk Station, and a travel sound system for outdoor programs were also suggested.

- b. Kelly reviewed the Trustees Calendar. Legislative Breakfast will likely be held via Zoom; Lisa will keep Trustees updated. National Library Week Committee will be formed.
- c. Director has received many compliments and positive feedback from patrons regarding the programs held via Zoom.
- d. Jean provided an update on the Policy Manual. The Health Emergency Policy has been placed in the Policy Manual. Kate noted that a statement regarding cybersecurity may need to be incorporated into the sign-up sheet and/or policy to release the Library from any responsibility.

6) Good and Welfare:

- a. None.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 6:27 p.m. Kate seconded; all voted in favor.