Blackstone Public Library
Board of Trustees Minutes
December 14, 2020

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 5:07 p.m. All were present.
   b. MaryAnn made a motion to approve the minutes of November 9, 2020. Kate seconded; all
      voted in favor.
   c. Next meeting: January 11, 2021 at 5:00 p.m.
   d. Library Closings: Closed at this time due to COVID-19, available for curbside pick-up.
      Closed December 24, 25, 26 and 31, 2020 and January 1& 2, 2021 for Christmas and New
      Year’s holidays. Additional curbside hours will be added on Wednesday, December 23rd and
      30th from 11:00 to 4:00 to accommodate patrons.

2) Finances:
   a. Warrants signed by the Chairperson since the last meeting were presented. Kelly made a
      motion to ratify the seven warrants as presented by the Chairperson. Jean seconded; all
      voted in favor.
   b. FY21 Budget reviewed and discussed. Director noted the increased spending for
      cleaning supplies.
   c. FY22 Proposed Budget was discussed. Board of Selectmen Budget Hearing is scheduled
      for January 9, 2021. Library Budget Discussion is scheduled for 11:15 a.m. Due to
      changes due to CO-VID19, meeting participants will wait in the Senior Center prior to
      scheduled time.

3) Director’s Reports and Discussion:
   a. New monthly Circulation and Technology Services Report will be prepared by the Head
      of Circulation, Donna Ansell.
   b. Director reported on the closure of the Library to appointments on November 20th due to
      the increase in CO-VID19 cases in town. Director reported increasing curbside hours to
      accommodate patrons. In-person visits and curbside numbers were reviewed. Director
      recommended offering faxing, copying, and printing services via curbside while the
      Library is closed. Fees will be waived for up to ten pages of services.
   c. Annual Cookie Walk is Saturday, December 19th. Pick-up of orders will be curbside.
d. Director presented the Highlight of the Month, coloring bags that are available to patrons.

e. Video of the 12 Librarians of Christmas was posted on Facebook. Director thanked Staff and all that participated.

f. Cultural Council Grant Applications have been submitted. Discussion took place regarding in-person, outdoor, and zoom programs. Specifics of painting and craft class proposals were reviewed.

g. Director noted that the Brainfuse online program which offers homework help has been utilized by many patrons.

h. Director has submitted a Letter of Intent to Apply for an LSTA Grant. Grant description was sent to the Trustees.

i. Kate recommended using a Google Docs Folder to post and review Director’s reports and spreadsheets. Director to look into putting in place for the January meeting.

j. Lost Item Report was discussed.

k. Update on the Long Range Plan was presented by the Director.

l. Upcoming programs were presented.

m. Building Matters:
   -Awaiting quotes for the repairs to Air Handler #2 and #5 and Fan Box #6.
   -Mary Lou provided an update on the Light Panel repair. Quotes were solicited from two vendors with one declining to submit; Sieman’s was the sole company to provide a quote. Currently awaiting quote from Electrician. Warrant Article covering the cost of the repair was passed at the Annual Town Meeting in May.
   -Mary Lou met with BZ Leaf Lifters regarding the Library’s branch and tree trimming needs.

n. Green Grant covering the replacement of some of the Library’s lighting fixtures and lightbulbs is scheduled for mid-January.

o. Commonwealth Catalog (ComCat) was explained by the Director.

p. Circ. and Tech. Services Report was reviewed. Lisa thanked Donna for successfully running the Snowman painting program. Director noted that the program was very well received.

q. Assistant Director’s Report was discussed. Make and Take Crafts have been very popular.

r. YA Report was reviewed. Discussion took place regarding Grant Applications submitted by the YA Director. Lisa noted that the YA Director has done a great job connecting with YA population and their families.

s. Annual Report Draft has been completed and sent to Trustees. Director is seeking feedback and any corrections or changes.

4) Chairperson and Trustees’ Reports and Discussion:
   a. Correspondence: see attached.
   b. Upcoming Meeting Schedule will be voted on at the next Trustees Meeting.
c. Chairperson discussed the monetary gift from the estate of Phillip Michael Wasylean. Jean made a motion to accept the $10,000 donation from the Phillip Michael Wasylean Trust with gratitude. Kate seconded the motion; all voted in favor. Director will forward to the BOS for authorization. Lisa will meet with Library Department Heads and Staff to discuss specific ideas and requests for the donation. A thank you letter will be sent to the Trust and a press release will be written on the donation.

5) Old Business:
   a. Kelly reviewed the Trustees Calendar.
   b. Revolving Account Warrant Article was discussed.
   c. Jean presented the revised Health Emergency Policy and Procedure. Kelly made a motion to accept the Health Emergency Policy and Procedure as presented. Patty seconded the motion; all voted in favor. Policy will be placed in the Policy Handbook under the Emergency Response section.

6) Good and Welfare:
   a. Mary Lou thanked Town Administrator, Dan Keyes for his support and guidance to the Library for the past ten years. She extended best wishes to Mr. Keyes on his retirement.
   b. The Library continues to receive positive feedback from patrons regarding the ongoing Library services provided. Chairperson expressed gratitude and appreciation to the Director and all Library Staff for their continued efforts and dedication.

7) Adjournment:
   a. Jean made a motion to adjourn the meeting at 6:30 p.m. Kelly seconded; all voted in favor.