Blackstone Public Library
Board of Trustees Minutes
November 9, 2020

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

1) Opening:
   a. Meeting was called to order via Zoom Conference Call at 5:08 p.m. All were present.
   b. Kelly made a motion to approve the minutes of October 5, 2020 with revisions. Jean
      seconded; all voted in favor.
   c. Next meeting: December 14, 2020 at 5:00 p.m.
   d. Library Closings: Closed at this time due to COVID-19, open by appointment only and
      available for curbside pick-up on Tuesdays and Thursdays. Closed for Veterans’ Day on
      November 11th and for Thanksgiving on November 26, 27, and 28th.

2) Finances:
   a. FY20 encumbrances were discussed. Director provided a summary of one encumbrance.
   b. Thank you was sent to David Dionne for his donation.
   c. Warrants signed by the Chairperson since the last meeting were presented. Patty made a
      motion to ratify the three warrants as presented by the Chairperson. Kelly seconded; all
      voted in favor.
   d. Director provided FY21 Budget update. Increased Repair and Maintenance line item
      spending for cleaning supplies and PPE was noted due to COVID-19.
   e. Director provided updates on Salary line item and Gift Account.
   f. LSTA Grant in the amount of $12,000 is now active. Grant money has been received and
      deposited into the Library account.
   g. FY22 Proposed Budget was reviewed. Director presented four proposals of the Budget.
      The use of LIG/MEG grant money to fund Part-time salaries was discussed. Director in
      collaboration with the Town Accountant have added the line item Programming Supplies
      in order to more accurately reflect expenses. The line item Repair and Maintenance has
      been renamed Technology. Following additional discussion, MaryAnn made a motion to
      approve and submit the FY22 Proposed Budget of $308,624 in Salary and $226,430 in
      Expenses for a Department Total of $535,054. Kelly seconded; all voted in favor.
      Director will forward the preliminary proposed budget to the Town Accountant and the
      Finance Committee.
3) Director’s Reports and Discussion:
   a. Lisa provided an update of in-person Library visits and curbside visits. Curbside hours have been increased to accommodate the needs of patrons. Curbside service is now available during select times on Mondays, Tuesdays, Thursdays, and Saturdays.
   b. Cookie Walk Fundraiser will be held on December 19, 2020. Changes have been made in accordance with Covid-19 guidelines and restrictions. Plan has been approved by the Board of Health. Sign-up can be done online or by calling the Library to place an order.
   c. Pop-up Library device has been placed at Betty’s Donuts. Patrons and non-patrons are able to download materials to their devices.
   d. Director provided information to the change in the World Band Contract. The cost of the contract will be dependent upon the number of computers and laptops in the Library.
   e. Upcoming programs were discussed. Director provided a highlight of the upcoming Wreath Class. Participants may register by calling the Library.
   f. Grant applications are due December 14th for Cultural Council Grants.
   g. The Library Plan has been received and approved by the MBLC.
   h. The Chat Box on the Library website is now active.
   i. Friends of the Library have a scheduled meeting via Zoom on November 19th at 6:45 p.m.
   j. Building Matters Report was reviewed.
   k. Children’s Room Report was discussed including upcoming programs, book clubs, and photography contest. YA Report was discussed including outreach to the middle school and upcoming grant applications.

4) Chairperson and Trustees Reports and Discussions:
   a. Correspondence: see attached.
   b. Lions Club request to utilize the Library parking lot for a Coat drive was reviewed. Kelly made a motion to approve the Lions Club Winter Coat Drive on Saturday November 28, 2020 pending BOH approval. Jean seconded; all voted in favor.
   c. Governor’s COVID-19 Guidelines were reviewed.
   d. Following discussion, it was determined that the Library will be closed for Christmas and New Year’s on December 24, 25, 26, 31, 2020 and January 1 and 2, 2021. Decision was based upon the holiday dates, past low patronage usage around the holidays, and concerns regarding possible snow removal.
   e. Kate made a motion to approve the By-Law Changes in Article 4, Section 1. Kelly seconded the motion; all voted in favor.
   f. Selectperson Dan Keefe has volunteered to be the Library liaison to the Board of Selectmen.
5) Old Business:
   a. Trustee Calendar updated by Kelly.
   b. Special Town Meeting is scheduled this Saturday, November 14th at 10:00 a.m.
   c. Jean outlined Pandemic Policy and Emergency Response Plan. Jean will make
      adjustments and forward to Trustees to review prior to the next meeting.

6) Good and Welfare:
   a. Thank you to the Director and Staff for their continued dedication and hard work. Many
      positive patron compliments continue to be received.

7) Adjournment:
   a. Jean made a motion at 6:51 p.m. to adjourn the meeting. MaryAnn seconded; all voted in
      favor.