

BLODGETT MEMORIAL LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING – April 14, 2021

Trustees Present

- James Miccio
- Janice Ballard
- Anthony Ruggiero
- Vincent Sullivan
- Beth Allee
- Laura Wolfe
- Joan Gambeski

Staff Present

- Julie Spann, Director
- Joanna Aquafredda, Office Manager

Other Guests

- I) President James Miccio called the meeting to order at 6:04 p.m. all attendees are attending through Zoom which is also being recorded and transcribed.

Due to being on Zoom when deciding on a decision please say your name and then your answer.

II) Approval of March 2021 Minutes

- The Minutes were reviewed.
- A motion to approve the March minutes was made by Vincent, seconded by Janice and unanimously approved.

III) Presidents Report

- Open meeting law only allowed Zoom meetings until the end of April so beginning in May meetings will be held in person.
- Meetings will be held in the library in the children's room where we can socially distance. If people feel uncomfortable, they can zoom in still.
- Meeting time will be kept at 6pm but may have to change in the future.
- Janice Ballard will not be able to attend the July meeting.

IV) Financial Report

- The April warrant was presented in the amount of \$4,160.56, Baker and Taylor needed to be added after the warrant was created in the amount of \$186.04 which brought the warrant up to \$4346.60.
- A motion to approve all financial reports was made by Anthony, seconded by Vincent and unanimously approved.

V) Directors Report

- Old Business
  - (I) Elevator/Space- Bernard called Julie asking where we stand with elevator. Bernard heard that libraries will be getting a stimulus which equivalates to about \$2000 for each library. That is not enough for an elevator. Since we are starting to slowly bring back programming the program of accessibility still exists. Should we look for another place?
    - (a) Anthony mentioned that the Church across the street recently had to close their daycare and has space available. He will ask the pastor if the library can use.

- (b) Julie will also look into hiring a grant writer to look into getting us funding for an elevator.
- (c) In the meantime, we can possibly look into building a ramp on the side of the building to gain access to the downstairs.
- (II) Contractors- They are not getting back to us. Supply is low and demand is high
- (III) Cameras- In progress, parts are ordered and hoping to start beginning of May
- New Business
  - (a) Annual Report to the Community-
    - (i) Include that we are members of the MHLS
    - (ii) Include Staff names and make Board of trustee's names smaller and not a focus.
    - (iii) Julie will email it out, post on website and social media, and post around town.
  - (b) Hours of Operation (M-TH 10-7, Sat-Sun 11-4)
    - (i) This will be the new hours going forward for a while. We will also stop quarantining the book drop.
  - (c) Volunteers' roles and responsibility- How to deal with Volunteers (Staff or Friends) Julie will have a log in sheet with questionnaire for all volunteers coming in to work. The Friends Group will have to come up with their own policy regarding signing in and filling out health questionnaire.
  - (d) Sexual Harassment- Joanna sent out training and form that needs to be filled out. Please email or physically give her form once training is completed.
  - (e) Patron Complaint form- Instead name it "Comment Form". State on the form that all information is confidential.
    - (i) For the address include " city, state and zip"
    - (ii) Email address line needs to be longer and include spot for cell phone #
    - (iii) Take away patron/non patron lines.

VI) Other:

Our June meeting will be held on June 16<sup>th</sup>.

VII) Committee Reports

Personnel – Janice, Anthony: Nothing to report

Buildings and Grounds/Technology- Janice, Elizabeth: No Report

PR/Sustainability/Long Range- Vince, Joan: No Report

Financial/Budget/Vote- Janice, Anthony, and Bill: No report

Liaison to Friends- Beth: No Report

Fundraising Committee- Anthony, Joan, Beth: No Report.

VIII) No public input.

IX) Adjournment-

A motion to adjourn the meeting at 7:13pm was made by Vincent, seconded by Joan and unanimously approved.