

Blackstone Public Library  
Board of Trustees Minutes  
September 12, 2022

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Kelly Gillis, Vice-Chair

Kate Renaud, Co-Secretary

Jean Alexandrowicz

Patty Guzinski, Co-Secretary

1) Opening:

- a. Meeting was called to order at 6:02 p.m. Mary Ann Dobeck was absent.
- b. Jean made a motion to approve the July 11, 2022 minutes. Kate seconded the motion; all voted in favor.
- c. Next meeting: October 3, 2022 at 6:00 p.m.
- d. Library Closings: October 10, 2022 for Indigenous People Day.
- e. Next Friends of the Blackstone Library: September 20, 2022 at 6:30 p.m.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY22 encumbrances for Victory, Tucker, and Water/Sewer were reviewed.
- c. FY23 Budget was discussed. Director reviewed Financial Spreadsheet and Account Balances.
- d. Deficit of \$300 in the Materials Line Item due to changes in the Salary Line was discussed. Finance Committee is scheduled on September 21st. Reserve fund transfer item has been placed on their agenda for approval.
- e. Preliminary FY24 Budget will be discussed at the October meeting.

3) Director's Reports and Discussion:

- a. Director discussed upcoming Staff CPR/First Aid and ALICE training on September 21st. Trustees are welcome to attend.
- b. Highlight of the Month: Udemy. Information is available on the website. Kate suggested an online instructional video would be beneficial. Director will follow-up.
- c. Following discussion, Jean made a motion to allocate up to \$2,850 for Adult and Senior Monthly Crafts for a 15 month period to be paid from the LIG/MEG line item. Kate seconded; all voted in favor.
- d. Strategic Plan was discussed. Director has edited the final draft of the Strategic Plan using feedback from Staff and Trustees. Lisa discussed the process of submitting the Strategic Plan to the MBLC. It was noted that the Strategic Plan is being submitted one year early as the last Plan was completed ahead of schedule. Kate made a motion to approve the FY23 through FY27 Strategic Plan as presented. Kelly seconded; all voted in favor.
- e. Upcoming Adult Wreath Workshop is being planned for November 29th and Ribbons and Greens Workshop is scheduled for December 3rd. Follow-up will take place with Kathy Tata from Bear Tree Farm regarding donation of greens.

- f. Building Report was reviewed.  
-Correctional Crew from Norfolk County completed work over the summer. Additional times are being scheduled for the Correctional Crew in the Fall.
- g. Children's Room Report, YA Report, Circulation and Tech Services Report, and Adult Services Report were reviewed and discussed. It was noted that the Summer Reading Programs were extremely popular and well attended. YA Report noted that the grant they applied for from Massachusetts D.A. John Early was approved in the amount of \$1200.
- h. Kelly made a motion to approve \$200 for materials for the Halloween Childrens' Craft to be paid from the Gift Account. Jean seconded; all voted in favor.
- i. Lisa reported that the MBLC Hot Spot Lending Program will be ending at the end of October. The current policy for the Library Hot Spots will be reviewed at the October meeting to determine if any changes need to occur. It was noted that the Hot Spots will be paid out of the Materials Line Item.

#### 4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. Friends of the Library Fundraiser is scheduled on September 22nd from 4:00 to 8:00 p.m. at Goodstuff Smokehouse in Blackstone. November 5th is the FOTL Book Sale. Correctional Crew is scheduled on the Wednesday prior to the sale to assist in moving books, tables, etc.
- c. Food Pantry Collection will be scheduled at the Library from October through the end of November. Kate will be in touch with the Food Pantry regarding donations. Mary Ann will assist.
- d. Trustees will forward any suggestions for the annual article of thankfulness in the Enlightener to the Director or Assistant Director. It was suggested that the article may also be posted on the Library website and/or Facebook page.

#### 5) Old Business:

- a. Director will contact the Town's Veteran Affairs to let them know of homebound services that are available.
- b. Kelly reviewed the Trustees Calendar.
- c. Chairperson provided a summary of the meeting held with the Town Administrator in August. Director and Patty will follow-up with recommendations for the Library's use of the Marijuana Impact Fees. Question was raised as to how much money is available in the account.
- c. Jean provided an update on the Policy Manual. Collection Development and Reconsideration Process Policy was updated.

#### 6) Good and Welfare:

- a. None.

#### 7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 7:20 p.m. Kelly seconded; all voted in favor.