

*Patry Guzinski*

Blackstone Public Library  
Board of Trustees Minutes  
March 11, 2024

Present:

Lisa Cheever, Director  
Mary Lou Branchaud, Chair  
Kate Renaud, Co-Secretary

Jean Alexandrowicz  
Mary Ann Dobeck  
Patty Guzinski, Co-Secretary

1) Opening:

- a. Meeting was called to order at 6:30 p.m. Kelly Gillis was absent.
- b. Jean made a motion to approve the minutes of February 12, 2024. Mary Ann seconded; all voted in favor.
- c. Next meeting: April 8, 2024 at 6:30 p.m.
- d. Library Closings: none.
- e. Next Friends of the Blackstone Library: March 12, 2024 at 6:30 p.m.

2) Finances:

- a. Invoices were signed and discussed.
- b. Director reviewed Account Balances Spreadsheet. FY24 Budget was reviewed. LIG/MEG balance explained by Director.
- c. Lisa provided explanation of LSTA Grant. Grant specifies that \$7,000 is approved for FY24 and \$5,000 is slated for FY25.
- d. FY25 Proposed Budget was discussed.

3) Director's Report and Discussion:

- a. Director attended online class on Autism Spectrum Disorder and participated in Community Reading Day.
- b. Updated Library Director job description has been requested.
- c. Update to the online Aspen System has been completed and Staff has been trained in usage. Aspen provides the interface for the Library's online card catalog.
- d. Highlight of the Month: Soil Tester is available to be borrowed through the Library of Things (LOT). Seed Catalog, located in the Library, was reviewed.
- e. Mini-Golf Program sponsorship in the amount of \$500 was raised.
- f. Kate made a motion to approve \$200 for the Baby Goat Visit from Broken Hill Therapy Farm to be paid from the Gift Account. Jean seconded; all voted in favor.
- g. Friends of the Library update was discussed.
- h. Kate made a motion to approve the World Band Contract in the amount of \$820 per month for the time period of 4/1/2024 to 6/30/2025. Jean seconded; all voted in favor.
- i. Director provided Brainfuse, Hoopla, and Kanopy statistics.

- j. Upcoming programs and Book Clubs were presented.
- k. Children's Room Report, YA Report, Adult Services and Reference Report, and Circulation and Tech Services Report were reviewed and discussed. Bruins Pajama Drive is underway.
- l. Building Report:
  - Building Inspector performed annual inspection.
  - Awaiting quotes for the HVAC fan boxes
  - Correctional Work Crews will be scheduled
  - Glycol will be added to the system during the annual Spring Maintenance.
  - Complete Site Solutions has offered to donate and spread mulch.
  - BZ Leaf Lifters has gifted the trimming of the trees.
  - Outdoor Security Cameras were discussed.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: none.
- b. Upcoming Director's Evaluation was discussed.
- c. Volunteers will be needed at the FOL upcoming book sale.

5) Old Business:

- a. Upcoming Trustees Education/Training was discussed. Date in late September will be set. Possible topics include review of Autism Spectrum Disorder Class that Director attended. Any additional input regarding topics should be forwarded to the Director.
- b. FOL Book Sale is scheduled for May 4, 2024. Assistance is needed prior to the sale and following the sale.
- c. Staff Appreciation Brunch is scheduled for Wednesday November 6th.
- d. Mary Ann and Kate provided an update on the 20th Anniversary Celebration.
- e. Book donation challenges were reviewed.
- f. Storage Shed and Gardening Shed were discussed. Selectperson Dan Keefe indicated that he is arranging for the materials to be donated. New England Chimney and Roofing will build the sheds on site.
- g. Policy Manual: Jean reported that no new action is needed.
- h. Mary Lou reviewed and updated the Trustees Calendar.

6) Good and Welfare:

- a. Mary Lou thanked the Staff, Director, Mary Ann, and Kate for the hard work and dedication on the 20th Anniversary Celebration planning.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 7:56 p.m. Mary Ann seconded the motion; all voted in favor.