

Blackstone Public Library
Board of Trustees Minutes
October 4, 2021

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Kelly Gillis, Vice-Chair

Jean Alexandrowicz

MaryAnn Dobeck

Kate Renaud, Co-Secretary

Patty Guzinski, Co-Secretary

1) Opening:

- a. Meeting was called to order at 6:00 p.m.
- b. MaryAnn made a motion to approve the minutes of August 30, 2021. Kate seconded; all voted in favor.
- c. Next meeting: November 8, 2021 at 6:00 p.m.
- d. Library Closings: October 11, 2021 for Columbus Day.
- e. Discussion regarding upcoming Holiday schedule.
- e. Next Friends of the Blackstone Library: November 19, 2021 at 6:30 p.m. Book Sale Fundraiser is scheduled for November 6, 2021.

2) Finances:

- a. Invoices were signed and discussed.
- b. Director reviewed FY21 encumbrances; Victory and Ver-tex encumbrances remain.
- c. FY22 Budget was discussed. Director reviewed Financial Spreadsheet and Account Balances.
- d. Director presented and provided explanation of the four versions of the Proposed FY23 Budget. Jean made a motion to approve Version 3 of the Proposed FY23 Budget in the amount of \$560,575. Kelly seconded; all voted in favor.

3) Director's Reports and Discussion:

- a. State Aid Report has being compiled and submitted. LSTA reports have been submitted for the completed \$12,000 grant.
- b. Kelly made a motion to accept the FY23 Library Action Plan. Jean seconded; all voted in favor. Director will submit Action Plan by December 1, 2021.
- c. Highlight of the Month: Giant Tumbling Timbers available for loan through the Library of Things.
- d. Cookie Walk Fundraiser is scheduled for December 11, 2021. Ellen Goudreau is the organizer of the event. Feedback from the Board of Health will be implemented.
- e. Cares Act/FEMA reimbursement was discussed.

- f. Cultural Council Grants have been submitted. Kelly made a motion to earmark \$5,070 from the Gift Account for any expenses/programs not covered by the Cultural Council Grants. Kate seconded; all voted in favor.
- g. Friends of the Library update was provided. David Forget presented a check to the Friends in the amount of \$686 for the Goodstuff Fundraiser. The Friends are holding a Clothing Drive Fundraiser on October 16th. Open Road Cycles has provided a trailer for the event.
- h. Building Report was reviewed.
- i. Children's Room Report, YA Report, and Circulation and Tech Services Report were reviewed and discussed.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. Item list from Gift/Memorial funds was discussed.

5) Old Business:

- a. MaryAnn gave an update on the Food Pantry donations made by patrons. Donations will continue to be collected until the end of November.
- b. Wreath Workshop and Ribbons and Greens Workshop was discussed.
- c. Kelly reviewed the Trustees Calendar.
- c. Jean provided an update on the Policy Manual. Parking Lot Policy and 3-D Printer Policy to be completed at a later date.

6) Good and Welfare:

- a. Kelly provided an update on Staff Appreciation Tea.
- b. Feedback received from BOS regarding relaying of Library events. Director will forward info to point person of the Community Calendar once the Calendar is developed.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 7:30 p.m. MaryAnn seconded; all voted in favor.