

Blackstone Public Library
Board of Trustees Minutes
February 13, 2023

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. All were present.
- b. Jean made a motion to approve the December 12, 2022 and the January 9, 2023 minutes. Kate seconded the motion; all voted in favor.
- c. Next meeting: March 13, 2023 at 6:00 p.m.
- d. Library Closings: February 20, 2023 for Presidents' Day.
- e. Next Friends of the Blackstone Library: March 14, 2022 at 6:30 p.m.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY23 Budget was discussed. Director reviewed Account Balances Spreadsheet. Lisa provided an explanation of Employee Sick Time Buy Back. A deficit was created by the unanticipated retirement of Head of Circulation. An adjustment will be made to the Library's salary line that addresses this matter. First installment of the Library State Aid has been received.
- c. Director reviewed the Proposed FY24 Budget with recommendations from the Board of Selectmen and Town Administrator. BOS has recommended that the Heating Line Item be increased. Director provided four proposals with changes to the line items of Heating, Dues and Subscriptions, Marijuana Impact Funds, and Materials/Books. The use of Marijuana Impact Funds was discussed. Due to the unanswered questions of the Trustees, a meeting will be requested to clarify budget issues with the copier contract, Marijuana Impact Funds, and Materials Line Item.
- d. Copier/Printer Contract was reviewed and discussed. Kelly made a motion to authorize a three year copier/printer contract with Toshiba in the amount of \$3,091.08 per year for a total of \$9,273.24 for three years. Jean seconded; all voted in favor. Funding to be determined at a later date when more information is available.
- e. Upcoming Warrant Articles for the Revolving Account and Marijuana Impact Funds submitted were discussed. Letter from the Town Administrator indicated that this request should be incorporated into the Library's Operating Budget. She said that there were no Marijuana Impact Funds to address this request.

3) Director's Report and Discussion:

- a. Highlight of the Month: various Memory Kits available to borrow through the Library of Things. Director will follow-up with an article for the local paper.
- b. National Library Week is scheduled for April 23-29th. Connect with the Community Night will be Thursday April 27th. Trustees are encouraged to attend if able.
- c. Legislative Agenda was discussed. Focus on Diversity, Equity, and Inclusion was reviewed.
- d. Following discussion, Kate made a motion to approve the Service Dog/Animal Policy as presented. MaryAnn seconded; all voted in favor.
- e. Director discussed upcoming LSTA Grant application for "Voices, a Common Thread". Final draft is due in April; notices of approval are done in July. If approved the Library would be required to fund \$800 toward the program.
- f. Kate made a motion to approve \$995 to be paid from the Gift Account to fund National Library Week programming and supplies. Jean seconded; all voted in favor.
- g. Upcoming programs and Book Clubs were presented.
- h. Jean made a motion to incorporate changes to the Collection Development, Weeding of the Collection Policy as presented. Kate seconded; all voted in favor.
- i. Building Report was reviewed. Library is waiting for the installation of the outside security cameras to be coordinated through the Town Administrator's Office.
- j. Children's Room Report, YA Report, Adult Services and Reference Report, and Circulation and Tech Services Report were reviewed and discussed. Therapy Dogs will now be scheduled to come to the Library twice a week for reading programs.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. MBLC updates discussed.
- c. Staff Appreciation Luncheon scheduled for Wednesday November 8, 2023.
- d. Upcoming 20th Anniversary of the Library was discussed. Sub-committee may be needed in April/May.

5) Old Business:

- a. Kate reported on the Food Pantry, recommending that the Library's food collection take place in April and November. Kate will update at March meeting which items are in need by the Food Pantry.
- b. Jean provided an update to the Policy Manual.
- c. Kelly reviewed the Trustees Calendar.

6) Good and Welfare:

- a. None.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 7:53 p.m. Kelly seconded the motion; all voted in favor.