

Blackstone Public Library
Board of Trustees Minutes
July 11, 2022

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

MaryAnn Dobeck

Jean Alexandrowicz

Kate Renaud, Co-Secretary

Patty Guzinski, Co-Secretary

1) Opening:

- a. Meeting was called to order at 6:00 p.m. Kelly Gillis, Vice-Chair, was absent.
- b. June minutes will be approved at an upcoming meeting.
- c. Next meeting: August 8, 2022 at 6:00 p.m.
- d. Library Closings: none.
- e. Next Friends of the Blackstone Library: September 2022, specific date to be determined.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY22 encumbrances 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. Reserve fund transfer needs to take place; procedure was discussed.

3) Director's Reports and Discussion:

- a. Director discussed the Summer Reading Program. Upcoming Craft and Adult Programs were discussed.
- b. Highlight of the Month: Massachusetts State Parks Pass.
- c. Long Range Plan was discussed. Director suggested that it now be called Strategic Plan to be in keeping with other Massachusetts libraries and the MBLC. Director will provide a final draft of the Strategic Plan for the Trustees meeting in September. Trustees to forward questions and concerns to Lisa by July 28th.
- d. Building Report was reviewed.
 - Library Parking Lot Sealcoating is scheduled for August 26th and 27th depending upon the weather. Library will be open to foot traffic only on the 26th and closed on the 27th to accommodate the sealcoating.
 - New shelving from Tucker was installed.
 - Correctional Crew from Norfolk County is scheduled for July 27th.

- e. Children's Room Report, YA Report, and Circulation and Tech Services Report were reviewed and discussed. YA Director will be utilizing some of the Unibank Grant for the upcoming programs on Food Insecurity.

4) Chairperson and Trustees' Reports and Discussions:

- a. Election of Officers took place. After a motion from Jean and a second from Mary Ann, the following were nominated and elected:
 - Chairperson: Mary Lou Branchaud
 - Vice-Chairperson: Kelly Gillis
 - Co-Secretaries: Kate Renaud and Patty Guzinski
- b. Following discussion, Jean made a motion to allow library materials that have been officially withdrawn from the record of Blackstone Library holdings to be forwarded to the Friends of the Blackstone Library or other charitable organizations per Massachusetts General Laws Chapter 30B, S.(g) by majority vote of the Board of Library Trustees. Mary Ann seconded; all voted in favor.
- c. Following discussion, Jean made a motion to approve up to \$2,000 to be spent from LIG/MEG for staff education and related expenses for FY23. Kate seconded; all voted in favor.
- d. Addendum to Director's Contract was signed by the Chair and Director and forwarded to the Town Accountant.
- e. Correspondence: see attached. Upcoming MBLC Workshop is scheduled for October 22nd from 10:00 a.m. to 2:00 p.m. via Zoom.
- f. Taps Across America was discussed. Director to reach out to BMR Music Department in October.

5) Old Business:

- a. Trustees' expiring terms were discussed. Kate's and Jean's terms expire in 2023.
- b. Jean reviewed the Trustees Calendar.
- c. Jean provided an update on the Policy Manual. Trustees will review and make recommendations to the Collection Development and Reconsideration Process Policy. Library of Things will need to be included in this policy.

6) Good and Welfare:

- a. Kate will contact BVT for student volunteers for upcoming Library needs.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 7:04 p.m. Mary Ann seconded; all voted in favor.