

Blackstone Public Library
Board of Trustees Minutes
May 6, 2024

Present:

Mary Lou Branchaud, Chair
Kelly Gillis, Vice-Chair
Patty Guzinski, Co-Secretary

Jean Alexandrowicz
Mary Ann Dobeck

1) Opening:

- a. Meeting was called to order at 6:30 p.m. Lisa Cheever, Director and Kate Renaud, Co-Secretary were absent.
- b. Jean made a motion to approve the minutes of March 25, 2024 and April 8, 2024. Mary Ann seconded; all voted in favor.
- c. Next meeting: June 10, 2024 at 6:30 p.m.
- d. Library Closings: May 27th for Memorial Day, early closing at 6:00 p.m. on May 28th for Annual Town Meeting.
- e. Next Friends of the Blackstone Library: May 14, 2024 at 6:30 p.m.

2) Finances:

- a. Invoices were signed and discussed.
- b. Account Balances Spreadsheet and FY24 Budget were reviewed. LIG/MEG balances explained by the Chair.
- c. HVAC Software Warrant Article was reviewed; \$22,954 was used from the \$45,000 allocated.
- d. FY25 Proposed Budget was discussed. Proposed Warrant Article for Library Revolving Account has been submitted to Town Accountant.

3) Director's Report and Discussion:

- a. Director's Report was reviewed. Upcoming July holiday hours were discussed. Library to be closed on July 4th and 5th and open on July 6th from 10:00-2:00.
- b. Connect with the Community Night was discussed. Positive feedback from the MBLC Commissioners was received.
- c. Mary Ann reported that the Library 20th Anniversary Event and Ice Cream Social is planned for June 13th from 6:00 to 8:00 p.m. Kelly made a motion to approve \$600 from LIG/MEG to cover the costs related to the event. Jean seconded; all voted in favor.
- d. Upcoming programs and Book Clubs were presented.
- e. Children's Room Report, YA Report, Adult Services and Reference Report, and Circulation and Tech Services Report were reviewed and discussed.
- f. Building Report:

- Repairs to HVAC fan box #10 were completed.
- Spring maintenance on the HVAC system was completed, including Glycol testing.
- Correctional Work Crews will be scheduled.
- Thank you to BZ Leaf Lifters and Complete Site Solutions for their donation of time and materials for the outside landscaping.
- Outdoor Security Cameras were discussed.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: none.
- b. Expiration dates of Trustees Terms were discussed. Letter of intent needs to be submitted as well as a form found online. Chair will confirm with the Town Clerk the dates of the Trustees' terms.
- c. Upcoming Finance Committee Public Forum and Annual Town Meeting dates were reviewed.

5) Old Business:

- a. Upcoming Director Evaluation was discussed. Kelly will compile Trustees' input and send out draft of evaluation. Summary will be given at the scheduled June 10th meeting.
- b. Connect with the Community Night was reflected upon.
- c. Library Storage Sheds: No update.
- d. Outdoor picnic table/table with benches was discussed.
- e. Policy Manual: Jean reported that no new action is needed.
- f. Kelly reviewed and updated the Trustees Calendar.

6) Good and Welfare:

- a. None.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 7:27 p.m. Kelly seconded the motion; all voted in favor.