

Patty Guzinski

Blackstone Public Library
Board of Trustees Minutes
April 11, 2022

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. Kate Renaud arrived at 6:15 p.m.
- b. February and March minutes will be approved at an upcoming meeting.
- c. Next meeting: May 9, 2022 at 6:00 p.m.
- d. Library Closings: April 18, 2022 for Patriots Day.
- e. Next Friends of the Blackstone Library: April 19, 2022 at 6:30 p.m. Friends' Book Sale Fundraiser scheduled for April 30, 2022.
- f. Annual Town Meeting: May 31, 2022 at 7:00 p.m.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY22 Budget was discussed. Director reviewed Financial Spreadsheet and Account Balances. 10% expenditure from Materials line for technology was spent for patron laptops and a scanner for public use. UV Light installation reimbursement from CARES Act money was discussed and is still pending.
- c. Proposed FY23 Budget was reviewed. Computer Maintenance/IT Contract was discussed. Quotes were received from World Band and Ayacht Tech Solutions; quotes were adjusted to include the maintenance of Staff laptops. Quote from Ayacht was substantially more than World Band and did not include in-person maintenance. Kelly made a motion to approve the World Band Contract in the amount of \$9,840. Jean seconded; all voted in favor. Due to the revised total for the IT Contract it was necessary to adjust the FY23 proposed budget. Kelly made a motion to adjust the Technology line to \$9,840 and the Books/Periodicals line to \$110,000 for a revised Department Budget request of \$580,373. Jean seconded; all voted in favor. Director to follow-up with Town Accountant and Town Administrator.

3) Director's Reports and Discussion:

- a. Director discussed the 3D printer policy. Funding for the printer and some cartridges has been provided through the IDEA Lab LSTA Grant. The need for future cartridges was discussed. Kate will look into the availability of corporate/company donations to fund

the cartridge purchases. Trustees will review the policy and email Director with comments and/or questions.

- b. Director and Patty presented a summary of the Salary Survey. It was noted that the Assistant Director's Salary was below average in comparison to the 17 similar sized towns in the survey. Director discussed Part-time Staff pay and challenges in filling part-time positions. Discussion took place regarding Library Staff wages being lower than the average by 10 to 20 percent for similar positions.
- c. Craft and Adult Programs were discussed.
- d. Highlight of the Month: Pin/Button Maker available through the Library of Things. This was funded through the LSTA Grant.
- e. Long Range Plan was discussed. The SOARS event was canceled due to lack of interest.
- f. Director discussed the vacant Library Aide position will be adjusted to address the needs of the Library. Director is updating the Job Description to reflect the changes. The position will be part-time Adult Services/Reference Assistant.
- g. Building Report was reviewed. Library Parking Lot Sealcoating quotes were solicited from three companies. Kelly Gillis abstained from the discussion. Director received quotes from AA Supercoat Sealcoating and Asphalt Engineering. Lisa will follow-up with questions for both companies.
- h. Children's Room Report, YA Report, and Circulation and Tech Services Report were reviewed and discussed. Mobile Mini-Golf program was extremely well attended. Upcoming programs were reviewed.
- i. Kelly made a motion and Mary Ann seconded to approve \$100 to fund supplies for the upcoming YA programs from the Gift Account. Following discussion, the motion was withdrawn by Kelly and Mary Ann. Jean made a motion to approve up to \$150 for supplies for two YA April programs to be paid from the Gift Account. Kelly seconded; all voted in favor.
- j. An upgrade and revision will be made to the Evergreen Navigation System Page. Director will forward new Navigation Page to the Trustees.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. Kelly reviewed the Director's Annual Review process. Trustees to complete Director's Evaluation and submit to Kelly by May 2, 2022 for collating the responses. Evaluation will be reviewed by Trustees with Director on May 9, 2022.
- c. Chairperson attended MBLC Workshops via Zoom. Upcoming workshop scheduled for April 20, 2022 on Collection Development and Intellectual Freedom.
- d. Thank you to the Staff and Director for their hard work and dedication in the events for National Library Week. Events were well attended and much positive feedback was received from patrons and families.

5) Old Business:

- a. Kelly reviewed the Trustees Calendar.
- c. Jean provided an update on the Policy Manual. Trustees will review and make recommendations to the 3-D Printer Policy. Mary Lou will review the Collection Development Policy at an upcoming meeting.

6) Good and Welfare:

- a. None.

7) Adjournment:

- a. Kelly made a motion to adjourn the meeting at 7:39 p.m. Jean seconded; all voted in favor.