

Blackstone Public Library  
Board of Trustees Minutes  
December 13, 2021

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Kelly Gillis, Vice-Chair

Jean Alexandrowicz

MaryAnn Dobeck

Patty Guzinski, Co-Secretary

1) Opening:

- a. Meeting was called to order at 6:03 p.m. Kate Renaud was absent.
- b. Kelly made a motion to approve the minutes of November 8, 2021. Jean seconded; all voted in favor.
- c. Next meeting: January 10, 2022 at 6:00 p.m.
- d. Library Closings: December 24, 25, 31 and January 1 for the Christmas and New Year's holidays.
- e. Next Friends of the Blackstone Library: January 18, 2022 at 6:30 p.m.

2) Finances:

- a. Invoices were signed and discussed.
- b. Director reported that all FY21 encumbrances have been paid.
- c. FY22 Budget was discussed. Director reviewed Financial Spreadsheet and Account Balances. Lisa reported that the longevity line has been adjusted from \$1,750 to \$1,900. The difference will be taken out of a non-library account per Town Accountant.
- d. Proposed FY23 Budget was reviewed.

3) Director's Reports and Discussion:

- a. Dean Bank Grant and Unibank Grant have been submitted.
- b. Highlight of the Month: Worcester Talking Book Library Deposit Collection Program.
- c. Quote was solicited for computer maintenance. In-person meeting will be scheduled with this company before the next Trustees' meeting.
- d. Annual Report has been compiled and written by the Director. Trustees to review and provide feedback for the next scheduled meeting.
- e. Lost Item Report was discussed. Director reported that there was a decrease this year in lost items, thanks in part to staff member, Cheryl Marino-Page. Amount of lost items totaled \$853.59.
- f. Upcoming programs and Book Clubs were discussed.
- g. Building Report was reviewed. BZ Leaf Lifters will gift the trimming of the trees in the front of the Library.

- h. Children's Room Report, YA Report, and Circulation and Tech Services Report were reviewed and discussed.
- i. Director reported that the Annual Cookie Swap Fundraiser was very successful; \$1,255 was raised in cash sales and approximately \$900 minus Square fee was raised in credit card sales. Thank you was expressed to Ellen Goudreau for organizing and running the fundraiser. Thank you also to Staff and Patrons for baking cookies for the event and donating to the fundraiser.
- j. Concerns regarding the CO-VID variants were discussed. Kelly made a motion to mandate the wearing of masks by Patrons and Staff in all general areas of the Library beginning December 16th. Jean seconded; all voted in favor. Masks will be worn at the next Trustees Meeting or the Meeting may take place via Zoom.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. Building Inspector completed the inspection of the Library this morning.

5) Old Business:

- a. MaryAnn provided an update on the Food Pantry collection held at the Library until the end of November. MaryAnn expressed gratitude to the Patrons for their generous donations.
- b. Ribbons and Greens Workshop was held December 4th. Many thanks to Bears Tree Farm and Dan Doyle for their donations.
- c. Kelly reviewed the Trustees Calendar.
- c. Jean provided an update on the Policy Manual. Parking Lot Policy and 3-D Printer Policy are being formulated.

6) Good and Welfare:

- a. Happy Holidays to the Library's Patrons and Staff.
- b. Thank you to the Library's Patrons and Supporters.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 7:25 p.m. MaryAnn seconded; all voted in favor.