

Blackstone Public Library
Board of Trustees Minutes
November 14, 2022

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair Jean Alexandrowicz Kelly Gillis, Vice-Chair Patty
Guzinski, Co-Secretary, Kate Renaud Co-Secretary, Mary Ann Dobeck

1) Opening:

- a. Meeting was called to order at 6:00 p.m.
- b. Jean made a motion to approve the October 3, 2022 minutes. Mary Ann seconded the motion; all voted in favor.
- c. Next meeting: December 12, 2022 at 6:00 p.m.
- d. Library Closings: November 24, 25, 26 2022 for Thanksgiving Holiday.
- e. Next Friends of the Blackstone Library: December 13, 2022 at 6:30 p.m.

2) Finances:

- a. FY22 encumbrances for Victory, Tucker, and Water/Sewer were reviewed
- b. FY23 Budget was discussed. Director reviewed the Account Balances Spreadsheet. Moving forward Ingram will charge a \$2.50 shipping fee for materials orders
- c. FY24 V5 Revised Budget Discussed. Technological Service and Adult Services part time positions will be merged into one full time position and salaries. Operations will be adjusted to reflect this change. Jean made a motion to approve the FY24 Budget \$632,287. Kelly seconded the motion: all in favor.
- d. Capital Outlay Submission Request discussed including telephone system, computer and server replacement . Director to confirm the deadline for requests for this fiscal year.

3) Director's Reports and Discussion:

- a. Xerox Copier Lease discussed. Jean made a motion to rescind the approved lease that is no longer valid. Patty seconded the motion: all in favor. Source of funding Dues and Subscriptions. New proposal for services to be reviewed with the new Xerox sales representative. Director also has requested a quote from Toshiba.
- c. Discussed Marijuana Impact Fund. Edits to be made and will be approved at the December 13, 2022 meeting.
- d. Highlight of the Month. Dean Bank has provided \$1,000 in funding for Dustin Pari Programs- How to be a Festive Soul and Understanding the Paranormal.
- e. Strategic Action Plan reviewed and changes discussed and to be made. Jean made a motion to approve Fy24 action plan with corrections. Kelly seconded: all in favor.
- f. Friends book sale raised \$782.50
- g. Building Report was reviewed. The Correctional Crew from Norfolk County completed work on November 2, 2022. Fasolino winterized the sprinkler system on November 3, 2022. Lou Lesperance will provide a quote to repair the HVAC Service Platform to allow safer and

easier access. Tru Green contract reviewed. Kelly made a motion to renew the contract for the 20233 season for \$599.84. Mary Ann seconded the motion: all in favor. Boiler repair discussed. Parts are no longer made so both boilers will need to be repaired.

g. Children's Room Report, YA Report, Adult Services and Reference Report, and Circulation and Tech Services Report were reviewed and discussed.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. Library Closings: December 24, 26, 31 2022. January 2, 2023.
- c. Copier and Printer costs and ownership discussed.
- d. Matters the Chairperson reasonably anticipates to be discussed – none.

5) Old Business:

- a. Collection Box for the Food Pantry has been ongoing.
- b. Article of Thankfulness sent to the Enlightener.
- c. Wreath Workshop is scheduled for November 29th at 6:00 p.m. Ribbons and Greens Workshop is scheduled for December 3rd from 10:00 to 1:00 p.m.
- d. Capital Outlay requests were discussed. Library requests include a Phone System replacement and new server.
- e. Jean discussed need to create an animal policy to be added to the manual.
- f. Kelly reviewed the Trustees Calendar.

6) Good and Welfare:

- a. None.

7) Adjournment: Kelly made a motion to adjourn the meeting at 7:50 p.m. Gene seconded; all voted in favor.