

MINUTES
BLACKSTONE BOARD OF LIBRARY TRUSTEES

February 12, 2024

BLACKSTONE PUBLIC LIBRARY

Present:

Mary Ann Dobeck Mary Lou Branchaud, Chair
Kate Renaud, Co-Secretary Jean Alexandrowicz
Patti Guzinski, Co-Secretary Lisa Cheever, Director
Kelly Gillis, Vice-Chair

- 1) Opening:
 - (a) Call to order and roll call – All present
 - (b) Approved Minutes from December 11, 2023, and January 8, 2024. Jean made a motion to approve December 11 minutes with corrections and January 8 minutes. Mary Ann seconded motion: all voted in favor.
 - (c) Next meeting March 11, 2024
 - (d) Library Closings: February 19, 2024, President's Day
 - (e) Next Friend's Meeting February 20, 2024 at 6:30 p.m.

- 2) Finances:
 - (a) FY24 Budget reviewed and discussed. Professional Development and programming expended. To address the shortfall in the part time salary line, hours have been reduced. Full time staff have been covering the circulation desk as need. However, this pulls full time staff away from their own duties. Discussed LIG MEG and Gift Account Projections.
 - (b) FY25 Budget discussed. Director provided updated versions. At this time the budget is not ready to be approved by the Board, waiting on determination concerning utilities.
 - (c) Discussed meeting with Finance Committee. Director provided MAR scenarios and explanation on calculation. Jennifer Inglis from the MBLC is helping to provide guidance on MAR calculations. Director and Chair to follow-up with Town Administrator to review FY25 budget.

- 3) Director's Reports and Discussions:
 - (a) Annual Report submitted January 11, 2024. Town Administrator has asked all departments for monthly updates.
 - (b) Connect with Your Community night and 20th Anniversary Celebration will take place on Thursday, April 18th from 6pm – 8pm. Nine groups have signed up for the event. Mini golf to be held on April 20. Sponsors are being solicited at \$50 per whole with 7 sponsors to date.

- (c) Highlight of the Month – Black & Decker Blender.
 - (d) Director requested \$1,770. \$500 for paint class, \$250 for mini golf prizes and \$1,270 for Connect with Your Community/Anniversary Event. Kelly made a motion to allocate \$500 from the gift account and \$1,270 from LIG/MEG. Jean Alexander seconded the motion; all voted in favor.
 - (e) Cultural Council Grant requests totaled \$6,093; grant amount awarded \$4865.61.
 - (f) Building report discussed. Johnson Controls fixed the issue with boiler alarms. Victory sending quote for HVAC repairs. Correctional Crews from Norfolk County are coming February 28 and May 1. Looking into lighting for parking lot. Water System backflow valve test failed. Water filling Station work is complete.
- 4) Trustees Reports and Discussion:
- (a) Correspondence
 - (b) Book Sale May 4, 2024
 - (c) Building repairs and outside work schedule will include HVAC maintenance. Stain chair, bench, and dumpster containment area, clean mold on exterior brick.
 - (d) Director's evaluation format and timeline
 - (e) Matters the Chairperson did not reasonably anticipate being discussed within 48 hours of the meeting,
- 5) Old Business:
- (a) Legislative Breakfast
 - (b) Trustee and staff education discussed. Topics of interest include eBook acquisition and how they are circulated and broader library initiatives.
 - (c) 20 Anniversary Celebration, discussion Kate Renaud & Maryann Dobeck
 - (d) Updated information on book donation
 - (e) Mary Lou provided Library Storage Shed update. Daniel Keefe to determine how storage shed will be funded.
 - (f) Jean Alexandrowicz sent out an updated policy manual.
 - (g) Trustees Calendar, Kelly Gillis
- 6) Good and Welfare
- 7) Adj ournment

Kate Renaud 3/11/24