

Blackstone Public Library
Board of Trustees Minutes
July 12, 2021

Present:

Lisa Cheever, Director

Kelly Gillis, Vice-Chair

Mary Lou Branchaud, Chair

Kate Renaud

Jean Alexandrowicz

Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:02 p.m. MaryAnn Dobeck was absent.
- b. Jean made a motion to approve minutes of April 12, 2021. Kelly seconded; all voted in favor.
- c. Next meeting: August 9, 2021 at 6:00 p.m.
- d. Library Closings: none.
- e. Next Friends of the Blackstone Library: September 21, 2021 at 6:30 p.m.

2) Finances:

- a. Warrants signed by the Chairperson since the last meeting were presented. Jean made a motion to ratify the warrants as presented by the Chairperson. Kate seconded; all voted in favor.
- b. Chairperson recommended that the Board resume in-person signing of invoices. Director will prepare invoices and notify Trustees when they are ready to be signed.
- c. Director reviewed FY21 encumbrances.
- d. FY22 Budget was discussed. Director reviewed Financial Spreadsheet. Line item added to the Budget for Programming supplies. Part-time Salary projections were reviewed and explained by the Director.
- e. Salaries and expenditures previously allocated from LIG/MEG funding were discussed. Kelly made a motion to approve payment of Part-time personnel from LIG/MEG grant funds in the amount not to exceed \$13,548.60. Jean seconded; all voted in favor.
- f. Proposed Monthly Purchasing Spreadsheet was discussed and explained.

3) Director's Reports and Discussion:

- a. Meeting Room and Quiet Studies are open by appointment. Online scheduling is done through the software program, "Room Keeper". Meeting Room Agreement must be accepted by patrons in order to sign-up.
- b. ARIS and State Aid Reports are being compiled.
- c. The loaning of the Hot Spots was discussed. Ten additional Hot Spots are being obtained from the MBLC at no cost.
- d. Director has been selected to be a presenter at the Small Library Conference in the Fall. Trustees were in agreement that a vote was not required as the funds to cover the costs of this conference would come from the operating budget under the travel line.

- e. Director presented the Highlight of the Month: Indoor Games available to borrow through the Library of Things. A presentation of the portable ping pong table and putting green was given.
- f. Adult Summer Reading Program was discussed.
- g. Friends of the Library fundraiser was discussed. Blackstone coffee mugs will be sold.
- h. Upcoming Programs were presented by the Director.
- i. Building Matters Report was reviewed. Discussion focused on the use of Cares Act Funds to cover the cost of replacing the water fountains with water bottle filler fountains.
- j. Children's Report was reviewed. Summer Reading Program, Craft Programs, and Horror Book Club have been very successful.
- k. YA Report was reviewed. Upcoming programs and Summer Reading Program were discussed.

4) Chairperson and Trustees' Reports and Discussions:

- a. Election of Officers took place. After a motion from Kelly and a second from Jean, the following were nominated and elected:
 - Chairperson: Mary Lou
 - Vice-Chairperson: Kelly
 - Co-Secretaries: Kate and Patty
- b. Kelly made a motion to authorize \$2,000 from LIG/MEG for FY22 Staff Education, training, and travel. Jean seconded; all voted in favor.
- c. Correspondence: see attached.
- d. Updating of Trustees and Library minutes on the Town Webpage was brought to the attention of the Town Administrator's Office.
- e. Review of the Director was presented by the Chairperson. Director was commended for the job that the Director and Library Staff did during CO-VID. See attached.
- f. Staff Appreciation was discussed.
- g. Jean made a motion to approve the Director's Contract and Addendum for FY22. Kate seconded; all voted in favor.

5) Old Business:

- a. An update of Trustees Terms took place. A letter of intent will be submitted to the Board of Selectmen in the Spring prior to the term renewal.
- b. Kelly reviewed the Trustees Calendar.
- c. Jean provided an update on the Policy Manual. Museum Lending Policy was edited and updated. Kelly made a motion to approve the amended Circulation of Museum Passes Policy as presented. Patty seconded; all voted in favor.

6) Good and Welfare:

- a. Chairperson welcomed everyone back to in-person meetings and welcomed Kate to the Board for her first in-person meeting.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 7:59 p.m. Kelly seconded; all voted in favor.