# **Minutes**

### BLACKSTONE BOARD OF LIBRARY TRUSTEES

**September 13, 2021**

**6:00 p.m.**

## BLACKSTONE PUBLIC LIBRARY

1) Opening:

1. Call to order and roll call - Mary Lou Branchaud, Maryann Dobeck, Lisa

Cheever, Kate Renaud, Patti Guzinski and Jean Alexandrowicz - absent Kelly Gillis

1. Approved minutes August 23, 2021 and August 30, 2021
2. Next meeting October 04, 2021 @ 6pm
3. Library Closings: October 11, 2021 Columbus Day
4. Next Friend’s Meeting September 21, 2021 in person @ 6:30pm
5. Finances:
6. FY21 encumbrances
7. Discussion of FY22 budget –
8. Reviewed FY22 account balance
9. Consider putting furniture in its own budget line
10. Review MEG account and unnumbered balance
11. FY 23 Budget Version 1 all items level funded except–
12. Heating and Electricity based on 2017, 2018, 2019 average
13. Water and sewer projection director to adjust based on 3 year average
14. Building and Maintenance increase fire equipment from $100 to $200
15. Dues and Subscriptions will be adjusted to include hot spot costs if grant is not continued
16. Increase programing supplies from $300 to $500
17. Director to request assistant librarian move from hourly to salary
18. As per town recommendation 2.5% increase for all employees
19. Director request new adult service librarian position – this position will manage off site programing and assist reference library cost $14,171
20. Minimum wage increase for part time
21. Increase for shift supervisors to $16
22. Consider paying LIG/MEG staff out of operating budget
23. Expense increase book and periodicals $10,000
24. Director: Reports and Discussions
    1. Director has completed action plan and will send to Trustees
    2. Reviewed changes to policy handbook and table of contents – edits to be made and sent to Trustees – approved 1st Patti Guzinski 2nd Maryanne Dobeck
    3. Board will revisit the usage of hotspots and policy in 3 months
    4. New hot spots going out 9/14/21 under federal program
    5. Request for $700from gift account for adult programming ($200 music with Matt York, $500 zoom Spark Joy Method) – approved 1st Patti Guzinski 2nd Jean Alexandrowicz
    6. Director to contact Board of Selectmen to identify liaison who can share monthly library event update
    7. Building report:
       1. Correctional facility cleanup crew rescheduled
       2. Superintendent Jim Sullivan visited the library, discussed adding cement ramp to egress doors, sealcoating parking lot (recommended spring)
       3. Director request quote for new stacks in children’s room and adult area
    8. ARIS report provided by Director
25. Trustees: Reports and Discussion:
    1. Correspondence
       1. Request was sent out to farm that usually donates the greens for the ribbons and greens and wreath program
       2. Letter from Victory identifying safety concerns in maintenance for air handler located above staff kitchen– Chair to speak with building inspector
       3. Reviewed Trustee Terms
       4. Discuss Gift Fund List – postponed Director to gather staff suggestions
    2. Meeting with Town Administrator on 9/8/2021
       1. Access to legal council
       2. Inclement weather policy and procedure
       3. Town Snow and Ice Account to be used for custodian
       4. Procurement Class being offered and open to Trustees
       5. Payroll changes – letter from board and minutes from meeting needed in case of audit
       6. World Ban Monthly payment until contract decisions are made, billed hours can carry over
    3. Matters the Chairperson reasonably anticipates to be discussed
26. Old Business:
    1. Food Bank Collection: Maryann Dobeck
       1. Food needs discussed
       2. Box in library to collect goods
       3. Trustees to deliver to St. Paul’s
    2. Wreath Workshop & ribbons and Greens may not be possible this year, if it happens limit of 20-22 participants
    3. Trustees Calendar reviewed
    4. Policy Manual, Hot Spots and parking lot policy Jean Alexandrowicz
27. Good and Welfare
28. Adjournment – approved 1st Jean Alexandrowicz 2nd Kate Renaud

