

Blackstone Public Library
Board of Trustees Minutes
December 12, 2022

Present:

Lisa Cheever, Director
Mary Lou Branchaud, Chair
Kelly Gillis, Vice-Chair

MaryAnn Dobeck
Kate Renaud, Co-Secretary
Patty Guzinski, Co-Secretary

1) Opening:

- a. Meeting was called to order at 6:02 p.m. Jean Alexandrowicz was absent.
- b. Kelly made a motion to approve the November 14, 2022 minutes. Mary Ann seconded the motion; all voted in favor.
- c. Next meeting: January 9, 2023 at 6:00 p.m.
- d. Library Closings: December 24, 26, and 31, 2022 and January 1 and 2, 2023 for Christmas and New Year's holidays.
- e. Next Friends of the Blackstone Library: December 13, 2022 at 6:30 p.m.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY22 encumbrances for Victory in the amount of \$1,902 was reviewed.
- c. FY23 Budget was discussed. Director reviewed Account Balances Spreadsheet. Rate for Gas utilities is locked until April. Lisa discussed the increase in costs for shipping by book company distributors.
- d. Director reviewed the Proposed FY24 Budget, Version 5 that has been submitted to the Town.
- e. Upcoming Warrant Articles to be submitted for the Annual Town Meeting were discussed.
- f. Director is awaiting meetings with copier companies to review proposed contracts.
- g. Capitol Outlay requests have been submitted to the Committee for telephone system replacement, computer replacement, and water filling station.
- h. Following discussion, Patty made a motion to approve the Revolving Account Warrant Article for submission. Kelly seconded; all voted in favor.
- i. Director discussed plans to apply for grants from Dean Bank and Unibank to support programming for National Library Week and Summer Reading.
- j. Marijuana Impact Funds Request Form was discussed.

3) Director's Report and Discussion:

- a. Highlight of the Month: Photobooth and backdrops available through the Library of Things.

- b. Director contacted the BMR Music Department Head regarding TAPS Across America. More information will be provided closer to the Memorial Day date.
- c. Lost Item Report was discussed. Amnesty Month may be scheduled in the near future.
- d. Library Action Plan has been approved by the MBLC.
- e. Upcoming programs and Book Clubs were presented.
- f. Building Report was reviewed.
 - Chairperson discussed possible outside security cameras covered by tech grant funds.
 - Water bottle filling station may be funded by town grant.
- g. Children's Room Report, YA Report, Adult Services and Reference Report, and Circulation and Tech Services Report were reviewed and discussed. Open House for Donna Ansell's Retirement is scheduled for December 30th from 10:00 to 2:00.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. List of the scheduled 2023 Trustee Meetings has been forwarded to the Town Clerk.
- c. Thank you to the patrons who baked and provided donations for the Cookie Walk. A special thank you to Ellen Goudreau for her hard work in organizing and running the fundraiser.
- d. Thank you to Attorney Daniel Doyle for sponsoring the Ribbons and Greens Workshop.

5) Old Business:

- a. Kate reported on the Food Pantry Collection. Kate expressed thanks to all of the patrons who provided donations. More than 18 boxes/bags of food were donated to the Food Pantry. Plan is to continue to collect donations during October and/or November unless another time of the year is more beneficial to the Food Pantry. Kate will follow-up.
- b. Kelly provided an update on the successful Wreath Workshop held November 29th and the Ribbons and Greens Workshop held December 3rd. Thank you to Bears Tree Farm for their generous donation of greens and to Peter Ryan for volunteering his time to pick up the greens. Thank you also to our Director and Joyce St. Jean for their beautiful bows.
- c. Jean provided an update to the Policy Manual.
- d. Kelly reviewed the Trustees Calendar.
- e. Status of proposed audio system update and purchase of outdoor furniture was reviewed.

6) Good and Welfare:

- a. None.

7) Adjournment:

- a. Kelly made a motion to adjourn the meeting at 7:32 p.m. Kate seconded the motion; all voted in favor.