

Minutes
BLACKSTONE BOARD OF LIBRARY TRUSTEES
September 13, 2021
6:00 p.m.
BLACKSTONE PUBLIC LIBRARY

- 1) Opening:
 - (a) Call to order and roll call - Mary Lou Branchaud, Maryann Dobeck, Lisa Cheever, Kate Renaud, Patti Guzinski and Jean Alexandrowicz - absent Kelly Gillis
 - (b) Approved minutes August 23, 2021 and August 30, 2021
 - (c) Next meeting October 04, 2021 @ 6pm
 - (d) Library Closings: October 11, 2021 Columbus Day
 - (e) Next Friend's Meeting September 21, 2021 in person @ 6:30pm
- 2) Finances:
 - (a) FY21 encumbrances
 - (b) Discussion of FY22 budget –
 - 1) Reviewed FY22 account balance
 - 2) Consider putting furniture in its own budget line
 - 3) Review MEG account and unnumbered balance
 - c) FY 23 Budget Version 1 all items level funded except–
 - 1) Heating and Electricity based on 2017, 2018, 2019 average
 - 2) Water and sewer projection director to adjust based on 3 year average
 - 3) Building and Maintenance increase fire equipment from \$100 to \$200
 - 4) Dues and Subscriptions will be adjusted to include hot spot costs if grant is not continued
 - 5) Increase programing supplies from \$300 to \$500
 - 6) Director to request assistant librarian move from hourly to salary
 - 7) As per town recommendation 2.5% increase for all employees
 - 8) Director request new adult service librarian position – this position will manage off site programing and assist reference library cost \$14,171
 - 9) Minimum wage increase for part time
 - 10) Increase for shift supervisors to \$16
 - 11) Consider paying LIG/MEG staff out of operating budget
 - 12) Expense increase book and periodicals \$10,000
- 3) Director: Reports and Discussions
 - (a) Director has completed action plan and will send to Trustees
 - (b) Reviewed changes to policy handbook and table of contents – edits to be made and sent to Trustees – approved 1st Patti Guzinski 2nd Maryanne Dobeck
 - (c) Board will revisit the usage of hotspots and policy in 3 months
 - (d) New hot spots going out 9/14/21 under federal program

- (e) Request for \$700 from gift account for adult programming (\$200 music with Matt York, \$500 Zoom Spark Joy Method) – approved 1st Patti Guzinski 2nd Jean Alexandrowicz
 - (f) Director to contact Board of Selectmen to identify liaison who can share monthly library event update
 - (g) Building report:
 - (A) Correctional facility cleanup crew rescheduled
 - (B) Superintendent Jim Sullivan visited the library, discussed adding cement ramp to egress doors, sealcoating parking lot (recommended spring)
 - (C) Director request quote for new stacks in children's room and adult area
 - (h) ARIS report provided by Director
- 4) Trustees: Reports and Discussion:
 - (a) Correspondence
 - (A) Request was sent out to farm that usually donates the greens for the ribbons and greens and wreath program
 - (B) Letter from Victory identifying safety concerns in maintenance for air handler located above staff kitchen– Chair to speak with building inspector
 - (C) Reviewed Trustee Terms
 - (D) Discuss Gift Fund List – postponed Director to gather staff suggestions
 - (b) Meeting with Town Administrator on 9/8/2021
 - (A) Access to legal council
 - (B) Inclement weather policy and procedure
 - (C) Town Snow and Ice Account to be used for custodian
 - (D) Procurement Class being offered and open to Trustees
 - (E) Payroll changes – letter from board and minutes from meeting needed in case of audit
 - (F) World Bank Monthly payment until contract decisions are made, billed hours can carry over
 - (c) Matters the Chairperson reasonably anticipates to be discussed
- 5) Old Business:
 - (a) Food Bank Collection: Maryann Dobeck
 - (A) Food needs discussed
 - (B) Box in library to collect goods
 - (C) Trustees to deliver to St. Paul's
 - (b) Wreath Workshop & ribbons and Greens may not be possible this year, if it happens limit of 20-22 participants
 - (c) Trustees Calendar reviewed
 - (d) Policy Manual, Hot Spots and parking lot policy Jean Alexandrowicz
- 6) Good and Welfare

7) Adjournment – approved 1st Jean Alexandrowicz 2nd Kate Renaud

X

Kate Renaud
Co-Secretary Blackstone Public Library Boar...