

Meeting Notes
BLACKSTONE BOARD OF LIBRARY TRUSTEES
June 13, 2022
6:00 p.m.
BLACKSTONE PUBLIC LIBRARY

Present:

Lisa Cheever, Director

MaryAnn Dobeck

Mary Lou Branchaud, Chair

Kate Renaud, Co-Secretary

Kelly Gillis, Vice-Chair

Jean Alexandrowicz

Absent: Patricia Guzinski

1) Opening:

- a) Meeting was called to order at 6:00 p.m. Patty Guzinski was absent.
- b) Minutes from May 9, 2022 reviewed. Kelly Gillis made a motion to approve minutes, Jean Alexandrowicz seconded: all voted in favor.
- c) Next meeting July 11, 2022
- d) Library Closings: closed June 20, July 2 and July 4, 2022
- e) Next Friend's Meeting; June 21, 2022 at 6:30 p.m.

2) Finances:

- a) FY22 Budget was discussed. Director reviewed Financial Spreadsheet and Account Balances. Director provided year end projections providing total Encumbrances in comparison to Reserves. Director noted that Professional and Technical were overspent due to materials required for staff and trustee development. Office supplies were over spent. Travel expenses will increase with recent trip reports still to be submitted at month end. Bottom line is not overspent.
- b) Director reviewed Encumbrances in detail. Ebsco is a fy23 bill. Anticipating approximately \$9,000 in budget.
- c) FY23 Budget and Warrant Article Annual Town Meeting discussed. Director informed Board that at town meeting our budget was approved but included a 5.6% increase to the custodial line. Trustees nor Director were notified of this change. This impacts the Books and Material line which was not adjusted and now does not meet the expected 19% of the MAR as part of State Aid certification. This line is now \$300 short and will require a reserve fund transfer. Director and Chair to schedule meeting with Town Administrator and accountant to discuss how this budget increase was made without consultation of the board and how to prevent future mishaps.

Kelly Gillis made a motion to address item 4b on the agenda out of order, Jean Alexandrowicz seconded: all voted in favor. Kelly Gillis made a motion to suspend meeting at 6:28 p.m. to complete the Directors review, MaryAnn Dobeck seconded: all voted in favor. Review competed in Quiet Study 1 on June 13, 2022. Kelly Gillis made a motion to reopen the meeting at 7:06 p. m., Jean Alexandrowicz seconded: all voted in favor.

3. Directors Reports and Discussions:

- a. Update provided on summer reading program and Director shared the Highlight of the Month Crafts an online resource material providing patrons with access to arts and crafts tutorials.
- b. Director requested \$16,000 in salary funding out of LIG MEG. Jean Alexandrowicz made a motion to approve, MaryAnn Dobeck seconded: all voted in favor. Waivers from staff required.
- c. Long Range Plan will be presented at the July meeting. Community feedback meeting has been cancelled. Results from the survey will be used.
- d. Building Report was reviewed. Director shared quotes for Driveway paving. Kelly Gillis recused herself from the discussion and vote. Trustees reviewed and discussed quotes. Cost will be paid from building repairs town warrant article fund 01192-52400. Jean Alexandrowicz made a motion to hire Asphalt Engineering for the paving of the driveway for \$7,700, Kate Renaud seconded: all voted in favor. Director is moving forward with requesting quotes for carpet and upholstery cleaning. Update was provided on recent shelf installation. The incorrect shelves were delivered and installed. Director will followed up with Tucker to remove and replace book shelves. Complete Site Solutions completed grass and grounds work – thank you. Norfolk community program crew completed grounds prep work and have committed to two additional work days in July and August. Chair is conducting visits to see water bottle filling stations and quotes are in the works. Gravel and Crushed rock was installed by Blackstone DPW at the two egress doors. HVAC Service platform is ongoing.
- e. Children's Room Report, YA Report and Circulation and Tech Services Report were discussed.

4. Trustees: Reports and Discussion:

- a. Correspondence: Letter sent to Louis Lesperance to coordinate time to discuss HVAC service platform. Letter sent to Selectman Ryan Chamberland from Chair to support re-appoint of Patricia Guzinski to the Library Board. Chair clarified with Town Administrator that the Trustee Calendar will be submitted annually. Chair shared email from Maura Deedy noting opportunities to participate in Intellectual Freedom information sessions.
- b. Director's Evaluation - previously discussed and completed.
- c. Discussed Addendum to Director's contract. Jean Alexandrowicz made a motion to approve, Kate Renaud seconded: all voted in favor. Copy will be sent to the Town Accountant.
- d. LIG/MEG staff positions for FY23 discussed. Waivers to be signed.
- e. Director and Patti Guzinski working to draft a proposal for Town Administrator to secure funding from the Impact Fees from Marijuana Retailers.
- f. Board discussed Intellectual Freedom and Collection Development. Board will review current policy and reading materials. Jean Alexandrowicz and Director will meet to review other policies and draft policy for the Blackstone Public Library policy.
- g. Other Matters Discussed: None

5. Old Business:

- a. Reporting of Meeting Calendar to Town Clerk- previously discussed
- b. Kelly Gillis reviewed the Trustee Calendar. Will send updated version.
- c. Jean Alexandrowicz discussed policy manual. Requested Trustees to review the collection development policy for discussion at the July meeting.

6. Good and Welfare: None

7. Adjournment:

- a. Jean Alexandrowicz made a motion to adjourn the meeting at 8:06 p.m., MaryAnn Dobeck seconded: all voted in favor.

X

Kate Renaud
Trustee, Blackstone Public Library