

Blackstone Public Library
Board of Trustees Minutes
October 3, 2022

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Kelly Gillis, Vice-Chair

Jean Alexandrowicz

Patty Guzinski, Co-Secretary

1) Opening:

a. Meeting was called to order at 6:03 p.m. Mary Ann Dobeck and Kate Renaud were absent.

b. Jean made a motion to approve the August 8, 2022 and the September 12, 2022 minutes. Kelly seconded the motion; all voted in favor.

c. Next meeting: November 14, 2022 at 6:00 p.m.

d. Library Closings: November 11, 2022 for Veterans' Day and November 24, 25, and 26th for Thanksgiving Holiday.

e. Next Friends of the Blackstone Library: October 11, 2022 at 6:30 p.m. FOL meetings will now be on the 2nd Tuesday of the month.

2) Finances:

a. Invoices were signed and discussed.

b. FY22 encumbrances for Victory, Tucker, and Water/Sewer were reviewed.

c. FY23 Budget was discussed. Director reviewed Account Balances Spreadsheet.

d. Deficit of \$300 in the Materials Line Item due to changes in the Salary Line was discussed. Finance Committee Meeting on September 21st voted in favor of a Reserve fund transfer in the amount of \$600 to be transferred to the Library book line.

e. Director provided an explanation of the Proposed FY24 Budget. Changes in the Budget for next fiscal year were based on the Library Strategic Plan. Kelly made a motion to approve the corrected Version 2 of the Proposed FY24 Budget in the amount of \$627,230. Jean seconded the motion. All voted in favor.

3) Director's Reports and Discussion:

a. Director presented the policy for the Library Hot Spot, including input she received from feedback from other libraries. Jean made a motion to approve the Wi-Fi Mobile Hot Spot Policy as written. Kelly seconded; all voted in favor.

b. Xerox Copier Lease Contract was discussed. Jean made a motion to approve the 5 year lease for the Xerox copiers from CBS for a total of \$9,090 to be paid from Dues and Subscriptions. Patty seconded the motion; all voted in favor. Contract will be forwarded to the Town's Chief Procurement Officer.

c. Director reviewed the 2023 Cultural Council Grant Applications that are being submitted for Library programs. Jean made a motion to approve up to \$5,670 to fund any shortfall

that may occur from the Cultural Council Grants to be paid from LIG/MEG. Kelly seconded; all voted in favor.

- d. The Library Strategic Plan was approved by the MBLC; the Action Plan will be submitted at the November meeting.
- e. Building Report was reviewed.
 - Correctional Crew from Norfolk County completed work on September 28th.
- f. Children's Room Report, YA Report, Adult Services and Reference Report, and Circulation and Tech Services Report were reviewed and discussed. Welcome to the newest Library Staff members Lisa L. and Liz.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. Friends of the Library Fundraiser is scheduled on September 22nd from 4:00 to 8:00 p.m. at Goodstuff Smokehouse in Blackstone. November 5th is the FOTL Book Sale. Correctional Crew is scheduled on the Wednesday prior to the sale to assist in moving books, tables, etc.
- c. Food Pantry Collection will be scheduled at the Library from October through the end of November. Kate will be in touch with the Food Pantry regarding donations. Mary Ann will assist.
- d. Trustees will forward any suggestions for the annual article of thankfulness in the Enlightener to the Director or Assistant Director. It was suggested that the article may also be posted on the Library website and/or Facebook page.
- e. Friends of the Library Book Sale Fundraiser is scheduled for November 5th from 9-1:00.
- f. Kelly made a motion to amend the Library By-Laws Article III to include the language of Co-Secretary. Jean seconded; all voted in favor.

5) Old Business:

- a. Collection Box for the Food Pantry has been placed near the Front Desk. Notice has been placed in the Blackstone Enlightener requesting non-perishable food for the Blackstone Food Pantry.
- b. Article of Thankfulness will be sent to the Enlightener. Any additional input should be forwarded to the Director or Chairperson.
- c. Wreath Workshop is scheduled for November 29th at 6:00 p.m. Ribbons and Greens Workshop is scheduled for December 3rd from 10:00 to 1:00.
- d. Capital Outlay requests were discussed. Library requests include a Phone System replacement and new server.
- e. Jean provided an update to the Policy Manual.
- f. Kelly reviewed the Trustees Calendar.

6) Good and Welfare:

- a. None.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 7:50 p.m. Kelly seconded; all voted in favor.