

**James Blackstone Memorial Library**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**Wednesday, April 12, 2023, 6:00 p.m.**  
**Location: Library Auditorium, 758 Main Street**

**Trustees (Present):** Maryann Amore, Michelle Blank, Chad Edgar, Nancy Goldstein, Mary-Rita Killelea, Janice Kochanowski, Matt Roth, Pat Sanders, Jack Thompson, Sue Wharfe, Ed Prete

**Trustees (Absent):** Liz Ferguson, Don Gentile, Cheryl Kaiden, Beth Law, Jeff Vailette,

**Friends of the Library:** Barbara Barrett

**Staff:** Katy McNicol, Library Director, Tina Strell, Development Coordinator

**Yale SOM Fellow:** Alyson Mathews

**Public:** none

Pat Sanders called the meeting to order at 6:00 pm.

**Additions to the Agenda – none**

**Approval of Minutes—** One minor correction to the March minutes was noted. Janice Kochanowski moved to approve the minutes as amended. Michelle Blank seconded the motion. The motion carried.

**Director’s Report –** Katy McNicol circulated her written monthly report prior to the meeting and highlighted some additional events during the month of March. Katy announced that Emily Yates will move up from her position as Teen Librarian to assume the role of Head of Youth Services. Emily will continue to work with teens while also running the department. Nicolette Pavain has been hired as the new Children’s Librarian. She will focus on developing programs and maintaining the collection for babies and younger children. Katy gave a tour of the Blackstone to Friends members and completed a course on library personnel management. The staff will receive a half-day in-service training on April 21 from the Branford police on library safety and dealing with challenging patrons. Katy encouraged trustees to attend a Library Board Basics workshop to be presented virtually by the Association of Connecticut Library Boards on April 26.

**Friends of the Library –**Barbara Barrett reported that as the Friends wrap up their fiscal year they anticipate being able to give a special gift to the Blackstone at year’s end. They continue to solicit grants and sponsorships to address a projected \$7,000 year-end deficit for next year. To date they have secured 1 business sponsorship and a sponsorship from 2 individuals.

**Treasurer’s Report –** Janice Kochanowski reported that today’s approximate value of the investment account is \$3,632,000. The change in value represents an increase of \$127,000 from the March 1 value of \$3,505,000.

Janice then presented the February variance report that had been circulated with the materials for this meeting. The February variance continues to be favorable to budget. This reflects the continued success of the year-end appeal and staff vacancies.

### **Committee Reports—**

**Finance Committee**—Janice Kochanowski reported that the Finance Committee met on April 10. Katy presented the budget at the Education Subcommittee meeting on Monday, April 3. The vote will take place on Monday, May 1. This meeting will be held at the Community Center at 7 pm. The Finance Committee approved the purchase of 10 iPads and related equipment for library and in-house patron use with Sinking Funds earmarked for technology. These iPads will replace the 20 iPads purchased in 2013 that have reached their end use.

At the January board meeting the board approved the following purchases from funds given by Friends or the DeLaurentis Bequest: from Friends' gifts; teen/youth furniture, Library of Things items, express pickup shelving and book display units; from the DeLaurentis Bequest; railings and promotional items already approved by the Buildings and Grounds Committee and the Development Committee.

This approval vote was not recorded. Therefore, Janice asked for a motion to ratify the vote taken at the January board meeting for these purchases. Mary-Rita Killelea so moved. Maryann Amore seconded the motion. The motion carried.

The next meeting of the Finance Committee is scheduled for Thursday, April 27 at 5 pm.

**Development Committee** –Tina Strell updated the board on the status of the upcoming mini golf fundraising event. 150 after hours tickets have been sold, hole sponsors and scorecard sponsors are sold out and 25 auction items have been donated to date. Tina also reported that she has solicited the donation of 2 toddler bikes for the auction.

**Governance Committee** – Pat Sanders reported that Sue Wharfe has agreed to chair a Nominating Committee that will present a slate of 2023-2024 officers to the board at the June meeting and that 2 additional members will also be asked to join this committee. Pat then asked for a motion to appoint Sue and 2 additional board members to serve on the Nominating Committee. Maryann Amore so moved. Janice Kochanowski seconded the motion. The motion carried.

**Buildings and Grounds Committee** – Katy updated the board regarding ongoing projects. She has contacted Frank Carrano, president of BACA, regarding the removal of the sculptures on the Blackstone grounds. The updating of the auditorium sound system, funded by a special gift from the Friends, is moving forward and the new memorial bench will be installed this week.

**Updated Program Policy** – Katy presented to the board a revised Program Policy which had been circulated with the materials prior to the meeting. Katy stated that the Program Policy was updated to include the criteria that the Programming Committee and Library Director use in making selections and to clarify for potential presenters how to apply. The Board recommended revisions to the policy section titled "For Presenters / Library sponsored programs:". The revised Program Policy will be available at <https://www.blackstonelibrary.org/about/library-policies/>. Michelle Blank moved to approve the Program Policy as amended. Maryann Amore seconded the motion. The motion carried.

**Public Comment** – none

**Adjournment** –Chad Edgar made a motion to adjourn the meeting. Mary-Rita Killelea seconded the motion. The motion carried. The meeting was adjourned at 6:47 pm.

Next regular meeting will be held on May 3, 2023.

Respectfully submitted,

Mary-Rita Killelea  
Secretary

***Note: minutes are provisional until approved by the Board of Trustees.***