

James Blackstone Memorial Library
BOARD OF TRUSTEES MEETING MINUTES
Wednesday, January 5, 2022

The meeting was conducted remotely via Zoom teleconference

Trustees (Present): Maryann Amore, Michelle Blank, Liz Ferguson, Mary-Rita Killelea, Janice Kochanowski, Beth Law, Heather Nolin, Matt Roth, Pat Sanders, Adam Spilka, Jack Thompson

Trustees (Absent): Norman Dahl, Don Gentile, Cheryl Kaiden, Ed Prete, Jeff Vailette, Sue Wharfe

Friends of the Library: Al Bertoline

Staff: Karen Jensen, Library Director, Katy McNicol, Associate Librarian for Development & Outreach, Kathy Oxsalida, Business Manager

Guests: none

Public: none

Beth Law called the meeting to order at 6:01 p.m.

Additions to the Agenda – none

- **Approval of Minutes**— Beth Law presented the minutes of the December 1, 2021 meeting of the Board that were circulated with the materials for this meeting. Adam Spilka noted that the draft minutes did not reflect the Board’s vote to approve the Finance Committee’s recommendation regarding certain expenses and proposed amended language. Janice Kochanowski made a motion to accept the minutes with the amended language. Heather Nolin seconded the motion. The motion carried unanimously.
- **Director’s Report** – Karen Jensen circulated a written report prior to the meeting. Karen drew attention with pleasure to the invitation from Ed Prete and the RTM Education Committee to make a presentation about the status of the library at their December 6, 2021 meeting. She reported that while the library started more in person events at the beginning of December the widespread prevalence of the omicron variant has necessitated that in person events now be decided on a case-by-case basis. She noted that per directive from the town masks are now required by all patrons in the library. Karen reported that in response to a library call for artists three local artists, Patty Meglio, Bill Keane and Rich Monaco, will display their work in the rotunda in the spring.
- **Friends of the Library** – Al Bertoline reported that in December the Friends recognized two long serving members of the Friends’ Board who are retiring, Mary Hally and John Clark, with a Certificate of Achievement. He thanked them for their contribution of time, talents, and effort through the years, particularly during the annual Book Sale.
- **Treasurer’s Report** – Janice Kochanowski reported that today’s approximate value of the investment account is \$3,692,000. This value reflects a slight increase of \$9,000, from the December 1 value of 3,683,000. Kathy Oxsalida reviewed the October variance statement and highlighted that, after taking account of the adjusting entries that now appear on the statement, we are unusually close to budget.

- **Committee Reports—**

Finance Committee—Janice Kochanowski reported that the Finance Committee met on December 13 to review the Year End Audit, which was circulated to Trustees prior to this meeting. Dominic Scarano from Bailey Scarano presented the annual audited financial statements for the year ended June 30, 2021. The audit was conducted in accordance with generally accepted auditing standards and received a clean opinion by the auditors. The Finance Committee approved a motion to recommend the acceptance of the year end audited financial statements to the full Board. Janice requested a motion that the Board approve the recommendation of the Finance Committee. Adam Spilka made a motion to approve the Year End Audit Statement. Pat Sanders seconded the motion. The motion carried unanimously.

Development Committee – Katy McNicol reported that the Fall Appeal has raised \$44,000 to date, which is on track with last year. Beth Law emphasized the importance of sending personal thank you notes to claimed donors. Mary-Rita Killelea reported that the Minigolf event will be held on the weekend of April 30-May 1. The event will be open for all ages from 10-4 on Saturday and from 1-4 on Sunday. On Saturday evening a Mini Golf After Hour event for adults only will be held, with mini golf, a wine, beer and spirits tasting and auction. Katy has received a potential course layout from Joe Buckley of Mobile Mini-Golf and is currently working on putting together sponsor forms, flyers and a list of potential sponsors. Michelle Blank suggested that upcoming event planning consider ways to integrate that event with the ongoing 125th Anniversary celebration.

125th Anniversary Committee – Michelle Blank reported that time capsule planning is currently a work in progress, with the goal of reaching out to different segments of the community. Pat Sanders announced that 7 pole banners for the back entrance and 2 banners for the front entrance have been ordered and will be ready for installation in a few weeks. Beth Law reported that plans for the June celebration event are still evolving, with work continuing to coordinate projects and messaging. Maryann Amore is investigating a variety of fun events, including a dance party with a DJ and a wine tasting.

Strategic Planning Committee – Karen Jensen reported that the staff will receive their final training session from Jeanine Esposito on January 12. The next step will involve completing the strategic framework and activation plan. Michelle Blank noted that Jeanine is sharing her templates to assist the staff in interpreting and integrating the data they have collected into the framework and plan.

Public Comment - none

- **Adjournment** –Pat Sanders made a motion to adjourn the meeting. Maryann Amore seconded the motion. The motion carried unanimously. The meeting was adjourned at 6:49 p.m.
- Next regular meeting—February 2, 2022

Respectfully submitted,

Mary-Rita Killelea

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