

James Blackstone Memorial Library
BOARD OF TRUSTEES MEETING MINUTES
Wednesday, May 3, 2023 6:00 p.m.
Location: Library Auditorium, 758 Main Street

Trustees (Present): Maryann Amore, Michele Blank, Chad Edgar, Liz Ferguson, Nancy Goldstein, Cheryl Kaiden, Mary-Rita Killelea, Janice Kochanowski, Beth Law, Matt Roth, Pat Sanders, Jack Thompson, Sue Wharfe

Trustees (Absent): Don Gentile, Ed Prete, Jeff Vailette,

Friends of the Library: Barbara Barrett

Staff: Katy McNicol, Library Director, Kathy Oxsalida, Business Manager, Tina Strell, Development Coordinator

Yale SOM Fellow: Alyson Matthews, Zach Sims

Public: none

Beth Law called the meeting to order at 6:00 pm.

Additions to the Agenda – none

Approval of Minutes—Beth Law presented the minutes of the April 12, 2023 meeting of the Board that were circulated with the materials for this meeting. Pat Sanders made a motion to approve the minutes. Matt Roth seconded the motion. The motion carried.

Director's Report – Katy McNicol circulated a written report prior to the meeting and highlighted some items from that report. First Katy congratulated Development Coordinator Tina Strell for all her work on the very successful April 29-30 mini-golf fundraiser, noting that the event was packed all weekend long and everyone attending remarked on how much fun it was. The Blackstone is now a selected Target Circle nonprofit. All target circle rewards members can now vote for the Blackstone to receive target circle rewards. The Friends awarded a \$2,000 scholarship to circulation staffer Alondra Lopez, who is working toward her MLS degree. Katy also thanked the Friends for their continuing support of education and staff development. Katy attended a live-streamed webinar on Critical Partnership: Trustees and the Library Director, which considered best practices including an onboarding process involving both trustees and the director. The library is excited to welcome new Children's Librarian Nicolette Pavain to the Blackstone team. Finally, Katy thanked SOM Fellow Alyson Matthews, whose term is ending, for all the time she spent with the Blackstone and for her work drafting the new Emergency Plan.

Friends of the Library – Barbara Barrett reported that the Spring Book Sale will be held May 12-13 at the warehouse. The Friends continue to focus on raising revenue and soliciting grants. With rents going up and an annual tent fee of over \$10,000 the Friends are looking for business donations to help "raise the tent."

Treasurer's Report – Janice Kochanowski reported that today's approximate value of the investment account is \$3,619mm. The change in value reflects a slight decrease of \$13k from the April 12 value of \$3,632mm.

Kathy Oxsalida presented the March variance report that had been circulated with the materials for this meeting. The variance continues to be favorable month to month reflecting successful appeals, some mini-golf proceeds and staff vacancies.

Committee Reports—

Finance Committee—Janice Kochanowski reported that the Finance Committee met on April 27. Janice and Katy attended the Education subcommittee meeting on May 1. The subcommittee vote to approve the budget request for \$1,700,340 and the sinking fund request for \$30,000 was unanimous. The RTM meeting and vote is scheduled for Tuesday May 9 at 8:00 pm at the firehouse. The Finance Committee and the Buildings and Grounds Committee approved the upgrade needed on the library's Building Controls System in the amount of \$6,265. This amount will be paid out of the Town's Capital Sinking Fund for building contingency. This expenditure became necessary to avoid any disruption in service after the library was informed that the manufacturer would no longer support the existing equipment. The next meeting of the Finance Committee is scheduled for Thursday, June 1 at 4:00 pm if necessary.

Development Committee – Matt Roth thanked Tina for her outstanding work in organizing the Blackstone's successful mini-golf event. Tina reported that, with proceeds still coming in, the event has already surpassed last years' record- breaking event and raised over \$17,000. 189 After Hours tickets and 438 daytime tickets were sold. The annual shredding event will be held on June 10 and Spring Appeal letters will go out next week.

Governance Committee – Pat Sanders reported that the By-Laws Committee had a successful and informative meeting and will work over the summer to create a draft by-laws revision document for review by the Board early next fall. The Committee continues to work on filling vacant Board seats.

Nominating Committee – Sue Wharfe reported that the Committee will present the following slate to the Board for a vote in June: Pat Sanders President; Michele Blank, Vice President; Cheryl Kaiden, Secretary; Janice Kochanowski, Treasurer; Jack Thompson, Assistant Treasurer. The Committee will also discuss creating a plan of succession for upcoming years.

Building and Grounds Committee –Liz Ferguson reported that the study for the balcony enclosure is complete and the Committee will discuss the options presented over the next few weeks,

Library Director Annual Review – Mary-Rita Killelea reviewed the library director evaluation procedure with the trustees. The Board will discuss evaluation responses at the June meeting in Executive Session.

Public Comment – none

Adjournment –Cheryl Kaiden made a motion to adjourn the meeting. Pat Sanders seconded the motion. The motion carried. The meeting was adjourned 6:32 pm

Next regular meeting— June 7, 2023

Respectfully submitted,

Mary-Rita Killelea
Secretary

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