

Blackstone Public Library  
Board of Trustees Minutes  
April 10, 2017

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Linda Hemphill, Vice-Chair

Deb Ristaino

Jean Alexandrowicz

Kelly Gillis

Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:38 p.m. All were present.
- b. Next Trustees meeting is May 8, 2017 at 6:30 p.m. Library budget is scheduled to be reviewed at the Finance Committee meeting on April 24, 2017 at 7:00 p.m.
- c. Approval of Minutes from the March Trustees meeting held until the May meeting.
- d. Library Closing: April 17, 2017 for Patriots Day.
- e. Welcome to new Trustee Kelly Gillis.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY 17 Budget and Warrant Articles reviewed and discussed. Director noted that upcoming library conference will be paid from the money authorized for training through the grant account. Ellen Goudreau applied for a grant to pay for the attendance of a first time attendee.
- c. FY 18 Budget and Warrant Articles reviewed and discussed.

3) Director's Report and Discussions:

- a. LSTA Grant proposal was submitted by Director on April 7, 2017. Director is requesting \$7,500 to fund a town wide reading program.
- b. Director praised Tressy Collier and Donna Ansell for their efforts in organizing and scheduling events for National Library Week this month. Each day a different theme and activities will take place at the library.
- c. Environmental Monitoring follow-up report was submitted by Tressy. Following recommendations of the report, the purchase of humidity gauges will be initiated.
- d. Director is in the process of revising the Launchpad policy.
- e. Discussion took place regarding the addition of patron scanning as a chargeable service. Director will make recommendations for policy to address scanning.
- f. Following discussion, Deb made a motion to pay for puppets for Children's Storytime in the amount not to exceed \$100 from Gift Account. Jean seconded; all voted in favor.

- g. Director discussed upcoming Summer Reading Program. Deb made a motion to purchase gift cards in the amount of \$250 from the Gift Account for the YA and Adult Summer Reading Program. Jean seconded; all voted in favor.
- h. Upcoming programming was discussed from the list provided in the Director's Report.
- i. Assistant Director's report reviewed. Tressy reported that the Open Mic Night held at the library was extremely well received. This program may be considered to be a quarterly event.

4) Chairperson/Trustee Reports and Discussions:

- a. Discussion of review of policies. Attorney Costello's recommendation regarding hosting political events at the library will be reviewed again at an upcoming meeting. In addition to this, clarification is needed concerning the legal opinion on payment of part-time staff in special conditions. Ongoing review of the Policy Manual will continue.
- b. Correspondence: see attached.
- c. Friends of the Library will not be holding a spring book sale. A fall book sale is being planned.
- d. Building Report was reviewed and discussed. Update on the Green Grant was given. A reassessment was completed; increased energy efficient lighting was discussed.
- e. Special Town Meeting is scheduled for May 2, 2017. Special and Annual Town Meetings will be held May 30, 2017 at 7:00 and 7:30 p.m. respectively.
- f. Tressy will review the renewal dates for the Trustees' CORI reports and follow-up with those Trustees whose CORIs need updating.
- g. Staff evaluations are ongoing and will be completed in the next month. Director conducted exit interview with Head Custodian.

5) Old Business:

- a. New quote is being requested for the purchase and installation of a new server for the computer system. This will be Phase Two of the FY16 Warrant Article purchase of technology equipment.
- b. Update was given on donation of a Veterans' Plaque to the Library. Mary Lou will go to Mount St. Charles to see the plaque that is in place there done by Mr. Piedmonte.
- c. Linda gave an update on the Trustees Calendar items.
- d. Pages 8-18 of the Policy Manual were reviewed and revised. Trustees to review pages 15-20 to discuss at the next meeting. Director to revisit priorities and provide feedback on the Emergency Response Plan.
- e. Date for collating and discussing the Director's review is scheduled for May 1, 2017 at 6:00 p.m.

6) Adjournment:

- a. Deb made a motion to adjourn at 8:48 p.m. Jean seconded; all voted in favor.