

Blackstone Public Library
Board of Trustees Minutes
April 9, 2018

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Linda Hemphill, Vice-Chair

Patty Guzinski, Secretary

Jean Alexandrowicz

Deb Ristaino

1) Opening:

- a. Meeting was called to order at 6:36 p.m. Kelly Gillis was absent.
- b. Following discussion, Jean made a motion to cancel the May 14, 2018 Trustees Meeting due to the Finance Committee's Public Hearing. Linda seconded; all voted in favor. The next Trustees meeting is May 21, 2018 at 6:00 p.m.
- c. Jean made a motion to approve the minutes of March 12, 2018 as presented. Linda seconded; Deb abstained. Jean, Linda, Mary Lou, and Patty voted in favor.
- d. Library Closings: April 16, 2018 for Patriots Day and May 28, 2018 for Memorial Day.

2) Finances:

- a. Invoices were signed and discussed. Emergency repair of the boiler was discussed. Victory submitted an invoice in the amount of \$4,898. Linda made a motion to pay Victory in the amount of \$4,898 from the Operating Budget pending discussion with the Town Administrator. Jean seconded; all voted in favor.
- b. Director provided FY19 Budget update. Second installment of the State Aid Grant was received from the MBLC in the amount of \$6,704.27.
- c. Director reported that CBS has continued to send the Library a bill for copier insurance despite the Library sending a copy of the Town's Insurance Rider multiple times.

3) Director's Reports and Discussions:

- a. Director discussed the Long Range Plan. Lisa will look at possible dates to hold meetings to obtain feedback from patrons.
- b. The upcoming programs of Immigration 101, Self-Defense, and De-escalation Techniques will be held for Staff on Wednesday, April 11, 2018. Trustees are welcome to attend. Library staff in neighboring communities have been invited to attend.
- c. Volunteer Appreciation Night, Library Week, and Gender Awareness programs were discussed.
- d. Director noted that Friends' funds have been limited recently. In the past, the Friends have funded Summer Reading prizes and craft supplies. Director noted that additional funding will need to be sought through the Library's Gift Account.
- e. Lisa provided an update on the LSTA grant programming.
- f. Assistant Director's Report was reviewed.
- g. Young Adult Report was discussed. The Star Wars Symposium has been rescheduled to the summer due to low enrollment at the time.

- h. Director provided an update from the MBLC regarding the Municipal Appropriation Requirement.

4) Chairperson/Trustee Reports and Discussions:

- a. Correspondence: see attached.
- b. Upcoming Director's Review was discussed. Deb will provide reformatted and updated template to the Trustees to fill out prior to the May 21, 2018 meeting.
- c. Update was provided for the Friends Book Sale and upcoming fundraisers.
- d. Building Matters Report was reviewed.
 - Meeting is scheduled with Town Administrator on Wednesday April 18, 2018.
 - Lighting issues in the Adult area of the Library was discussed. Phil O'Brien will be contacted to consult on possible lighting solutions, including LED lights.
 - Drain in bathrooms was repaired in the amount of \$244.
 - Carpet Cleaning may be scheduled for the weekend of November 9, 2018 to coincide with the holiday weekend so that there will be minimal impact to the Library's hours.
- e. Trustee Goals in the Long Range Plan were discussed. Director will provide explanation for Trustees' role in the Long Range Plan at the next meeting.
- f. Annual Wreath program will be scheduled for November 27, 2018. Annual Ribbons and Greens workshop will be scheduled for December 1, 2018. Greens donations will be sought from Bears Farm and additional supplies will be paid for by Daniel T. Doyle, P.C.

5) Old Business:

- a. Political Group Use Policy was created and edited. Policy will be submitted to Town Counsel for review and approval.
- b. Director has requested a meeting with the Fire Chief and Building Inspector regarding the use of the Meeting Room. Lisa will create a chart of the room set-up with input from the Head Custodian.
- c. Director was notified by CWMARS that updated wireless routers will be required by the year 2020. The updated equipment cost is estimated to be \$4,000.

6) Adjournment:

- a. Jean made a motion to adjourn the meeting at 8:29 p.m. Deb seconded; all voted in favor.