

Blackstone Public Library
Board of Trustees Minutes
July 7, 2017

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 6:37 p.m. Kelly Gillis was absent.
- b. Next Trustees meeting is August 14, 2017 at 6:30 p.m.
- c. Deb made a motion to approve the minutes of June 12, 2017. Linda seconded; all voted in favor.
- d. Library Closings: none.

2) Finances:

- a. Invoices were signed and discussed. FY 18 Warrant and Budget Articles were reviewed.
- b. Director reviewed spreadsheet of FY18 proposed monthly purchasing of book materials utilizing a ten month spending plan.
- c. Director provided update on Xerox Copier invoice for insurance.

3) Director's Report and Discussions:

- a. ARIS Report has been started.
- b. Town's Policy on purchasing recycled paper and materials when appropriate was reviewed.
- c. Telescope has been purchased using grant money. Staff will be trained in use of telescope and loan policy. Mr. Root will be scheduled to come to the Library and provide further instruction to patrons. Director has created a telescope loan policy and agreement for patrons. Trustees will review and offer input for August meeting.
- d. Director discussed other purchases made through grant funds including microscope and slides. Director discussed plan of upcoming purchases to center on the new bike path.
- e. Links were put on patron computers for Ancestry.com membership.
- f. Adult and YA summer reading programs were discussed.
- g. Following discussion, Deb made a motion to approve \$160 from the Gift Account to pay for the Chemical Free Cleaning Program. Linda seconded; all voted in favor.
- h. Friends of the Library are currently requesting specific toys and games for the Children's Room.

- i. The funding of three part-time staff and substitute custodians through LIG/MEG money was reviewed. Deb made a motion to fund these staff members through LIG/MEG in the amount not to exceed \$15,087.61. Linda seconded; all voted in favor. Director will update the staff agreement.
 - j. Director will be creating the job description for the YA Librarian position approved at Town Meeting. Assistant Director will coordinate services, programs, etc. with YA Librarian due to some overlapping of ages, materials, and events. The YA Librarian will report to the Director. Director anticipates hiring for the position by the end of September.
 - k. Update provided on the new phone system. Staff will be trained on the use of the system. A new phone for the Circulation Desk is being ordered.
 - l. Assistant Director's Report was reviewed and discussed. Tressy conducted several class visits to the elementary school to promote the Summer Reading Program. Logistics of the Summer Reading Finale were discussed.
 - m. Director will be arranging a meeting with the Building Inspector and Fire Chief to discuss the capacity of the Meeting Room.
- 4) Chairperson/Trustee Reports and Discussions:
- a. Deb made a motion to appoint:
 - Mary Lou Branchaud - Chairperson
 - Linda Hemphill - Vice Chairperson
 - Patty Guzinski - SecretaryLinda seconded the motion; all voted in favor.
 - b. Deb made a motion to approve \$2,000 for Staff Education to be paid from LIG/MEG for the FY18 budget. Linda seconded; all voted in favor.
 - c. Director's contract was signed. Contract is from July 1, 2017 until June 30, 2018.
 - d. Correspondence: see attached.
 - e. Building Matters Report reviewed. Following discussion, Deb made a motion to approve the following annual maintenance contracts to be funded through the Building Repair line item:
 - Victory in the amount of \$3,400 for bi-annual maintenance
 - Gurney in the amount of \$511 for glycol maintenance
 - f. Director and Chair provided update on Green Energy Grant meeting held with the Town Administrator. The Trustees agreed not to use the remaining funds of the existing Green Grant so that the Town could move forward on a new application. The Town Administrator indicated that when the new grant was approved that the library would get first preference for use of funds and would more than likely be able to fund the complete lighting project including outside lighting. This information was requested in writing.
 - g. At the same meeting with the Town Administrator, questions were asked about the proper procedure for paying staff, both full and part-time, when they were sent home early due to inclement weather or emergency situations. This has become an issue. The Town Administrator

indicated that a meeting would be arranged between the Town Accountant, the Library Director, and himself to address this. It was requested that the meeting take place as soon as possible before the winter.

h. Information provided indicated that library staff members are not considered mandatory reporters.

5) Old Business:

- a. Policy review submissions were discussed and given to Jean. Director will forward Telescope Policy and other lending item policies and agreements to Jean.
- b. Deb provided update on regulation of e-cigarette usage. Currently there are no state nor town regulations regarding the use of e-cigarettes in public buildings.
- c. Follow-up is needed regarding the continuation of paying the Custodian from the Town's Snow Removal budget for snow removal duties.
- d. Massachusetts Law supercedes Federal Law regarding wages. State Law requires employees be paid a minimum of three hours when required to report for work.
- e. Linda reviewed the Trustees Calendar.
- f. Director to continue to work on Long Range Plan.
- g. Action Items will be updated at August meeting.

6) Adjournment:

- a. Deb made a motion to adjourn at 8:16 p.m. Linda seconded; all voted in favor.