

Blackstone Public Library
Board of Trustees Minutes
July 8, 2019

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Kelly Gillis, Vice-Chair

Patty Guzinski, Secretary

Deb Ristaino

Jean Alexandrowicz

1) Opening:

- a. Meeting was called to order at 6:37 p.m. Linda Hemphill was absent.
- b. Next meeting date: August 12, 2019 at 6:30 p.m.
- c. Approval of minutes of June 10, 2019 held until the August meeting.
- d. Library Closings: none.

2) Finances:

- a. Invoices were signed and discussed. Director provided an explanation of CW/MARS Annual Membership dues and costs. Director will follow-up with questions regarding the Cap Adjustment.
- b. FY19 Encumbrances were discussed. Director discussed year end line items, including a transfer in the amount of \$3,773.38 back to the LIG/MEG line from the Part-time Staff Line item. Lisa noted that \$3,000 was spent from the Revolving Account during FY19. Director will follow up with the Town Accountant regarding the balance of the Copier Warrant Article. The repair to the the canopies over the Library main doors will be paid for out of the Building Warrant.
- c. FY20 Budget was discussed. Kelly raised a question regarding the specifics of the Massachusetts State Law to be enacted in 2021 addressing Paid Time Off Payroll Tax. Director will follow-up.
- d. Kelly made a motion to fund \$11,176.24 from LIG/MEG to pay Part-Time Pay coverage. Jean seconded; all voted in favor.
- e. Following discussion, Deb made a motion to authorize \$2,000 to be paid from LIG/MEG for Staff Development. Jean seconded; all voted in favor.
- f. FY20 Part time staff wages were reviewed. Director has done a projection of all Part-time wages with the upcoming minimum hourly wage increases included. Town Administrator is aware; reserve fund transfer may be needed due to the increases this fiscal year to the minimum wage. Director discussed other options to balance the Part-time wage line item.
- g. Director presented a schedule of proposed monthly purchasing of Library materials from the Materials Line Item. Lisa received a clarification of the change by the MBLC in allowing up

to 10% of this line item to be allocated for the purchase of computers and/or related technology for patron use. Director plans to adjust the monthly purchasing schedule to incorporate this change.

3) Director's Reports and Discussions:

- a. ARIS Report is being compiled and is due on August 16, 2019.
- b. The American Red Cross Blood Drive held on July 2, 2019 was extremely successful. The next Blood Drive is scheduled for Saturday, October 12th from 9:00 to 2:00.
- c. Incidents of behavioral issues in the Library were reviewed and discussed. Director recommended revising and updating the Behavior Policy to address these concerns. Follow-up to be scheduled for the August Trustees Meeting.
- d. Update provided on the success and challenges of the Senior Tax Workoff Program. It
- e. was noted that Lisa is extremely effective at utilizing volunteers at the Library.
- f. Director has updated and reviewed with the Staff the Closing Procedures of the Library.
- g. YA Report and Children's Room Report were reviewed and discussed. Summer Reading Program events have been well attended with many children signed up for events, crafts, and special presentations. YA Program funded by the Worcester Attorney General's Office was very successful.

4) Chairperson/Trustee Reports and Discussions:

- a. Election of Officers was discussed. Deb made a motion to elect the following:
Chairperson: Mary Lou Branchaud
Vice-Chairperson: Kelly Gillis
Secretary: Patty Guzinski
Jean seconded the motion. All voted in favor.
- b. Correspondence: none.
- c. Building Report:
 - Replacement of fire alarm panel by Red Hawk discussed. More information is needed about the fire alarm panel and the signal box before proceeding with any repair and/or replacement.
 - Quotes being solicited for the plumbing repairs in the Staff bathroom.
- d. Meeting to be scheduled with the Director, Acting Police Chief, and the Fire Chief. Kelly volunteered to be in attendance.
- e. Director and Chairperson signed the Director's Contract. Signed Contract to be delivered to the Town Hall tomorrow.

5) Old Business:

- a. Green Grant supplies will be mailed directly to the Library. Installation date to be coordinated with the Director.

- b. Jean provided update on Policy Manual.
- c. Trustee Calendar to be updated by Deb.
- d. Child Identification Program by NY Life is scheduled for October 5th from 10:00 to 2:00.
- e. Chairperson provided summary of the Foundation Seminar that she attended.
- f. Annual Wreath Workshop scheduled for December 2nd, Ribbons and Greens will be December 7th, and the Cookie Walk is scheduled for December 14th.

6) Adjournment:

- a. Jean made a motion at 8:44 p.m. to adjourn the meeting. Patty seconded; all voted in favor.