

Blackstone Public Library
Board of Trustees Minutes
November 14, 2016

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Deb Ristaino

Kathy Tata

Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:40 p.m. Jean Alexandrowicz and Linda Hemphill were absent.
- b. Next meeting is December 12, 2016 at 6:30 p.m.
- c. Deb made a motion to approve the minutes of September 12, 2016. Kathy seconded; all voted in favor. Patty made a motion to approve the minutes of October 13, 2016. Mary Lou seconded; all voted in favor.
- d. Library Closings: November 24-26, 2016 for Thanksgiving.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY 16 budget and encumbrances reviewed. Director will confirm close out of FY 16 budget and resolution of Leeway invoice.
- c. FY 17 budget reviewed. Director reported that the copier installation required additional hours from World Band beyond what was anticipated. One and a half hours are used from the contract automatically each month for server maintenance. Director noted that additional hours will be needed to cover the remainder of the contract. Director will create a forecast of how many additional hours will be required.
- d. Following discussion, Deb made a motion to approve the contract from Tru Green to be paid from the Gift Account. Contract includes fertilization, weed control, lime application, and grub control of Library grounds. Kathy seconded; all voted in favor.
- e. Preliminary FY 18 budget reviewed. Director has requested a projection of sewer and water costs from the DPW. Director has adjusted the proposed budget to create the line item of Repair and Maintenance of Software Equipment. Deb made a motion to approve the FY 18 preliminary budget in the amount of \$467,751. Patty seconded; all voted in favor.
- f. Director to give specifics on addressing HVAC compressor repairs through upcoming warrant article at December meeting.
- g. Director will follow up with Town Accountant regarding use of Revolving Account for copier maintenance contract expenses.

3) Director/Assistant Director Reports and Discussions:

- a. Insurance is needed for the new leased copier. Director noted that it will be added to the Town's insurance.
 - b. The new Time Clock that was installed was defective; a new one has been ordered.
 - c. The Print Management System has been installed and is being used. Director noted that Staff is to be commended for the additional duties and responsibilities they have completed.
 - d. Due to the increase in price and decrease in circulation, the Worcester Telegram and Gazette will not be renewed effective November 28, 2016.
 - e. October adult and children's programs were well attended.
 - f. Bakers are needed for the upcoming Cookie Walk on December 10, 2016.
 - g. Action Plan and completion of goals was reviewed. Updated Action Plan to be established at upcoming meeting. The creation of a new Long Range Plan to be addressed at January meeting.
- 4) Chairperson/Trustee Reports and Discussions:
- a. Correspondence: none.
 - b. Ribbons and Greens workshop to be held December 3, 2016. Bear Tree Farm and Mr. Daniel Doyle Law Firm have generously offered to provide greens and materials for the workshop.
 - c. Staff Christmas luncheon and Holiday Party were discussed.
 - d. Building Matters Report was reviewed and discussed.
 - e. Sheriff's crew is scheduled to complete the last outdoor maintenance for the year on November 16th.
 - f. Mary Lou will follow up with Matthew Piedmont on proposed plaque to honor Veterans.
- 5) Old Business:
- a. Kathy will address Foundation specifics in greater detail at January's meeting.
 - b. Donated materials to the Friends Book Sale was discussed. Donation of weeded collection was reviewed.
 - c. Following discussion, Deb made a motion to accept the Social Media Policy as written. Kathy seconded; all voted in favor.
 - d. Trustees' calendar reviewed. Some of the items may be added to the Long Range Plan.
- 6) Adjournment:
- a. Meeting was adjourned at 8:29 p.m.