

Blackstone Public Library
Board of Trustees Minutes
December 10, 2018

Present:

Lisa Cheever, Director

Linda Hemphill

Mary Lou Branchaud, Chair

Deb Ristaino

Jean Alexandrowicz

Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:36 p.m. Kelly Gillis was absent.
- b. Next meeting date: January 14, 2018 at 6:30 p.m.
- c. Deb made a motion to approve the minutes of November 5, 2018. Jean seconded; all voted in favor.
- d. Library Closings: December 24, 25, and 31, 2018 and January 1, 2019 for holidays.

2) Finances:

- a. Invoices were signed and discussed. World Band invoice was discussed. The replacement of the Director's computer is being scheduled and will be paid from Phase 3 of the Computer Warrant.
- b. FY19 Budget was discussed. Director's financial spreadsheets were reviewed.
- c. Proposed FY20 Budget was discussed. Board of Selectmen's Budget Hearing is scheduled for January 5, 2018. Open Meeting Law Workshop for Town Departments and Committees is scheduled to take place at the Library on January 7, 2018 from 6:00 to 7:00 p.m.

3) Director's Reports and Discussions:

- a. The placement of cameras in the Meeting Room was discussed. A representative from the Jacob Video had previously contacted the Library regarding installation of cameras to record and broadcast meetings and Library programs. Concerns regarding patron privacy were raised. More information is needed from the Town Administrator.
- b. Library of Things Lending Agreement and Policy were reviewed and edited.
- c. Director presented the Revolving Account Warrant Article for the Annual Town Meeting. Deb made a motion to approve the FY20 Revolving Account Warrant Article as written. Jean seconded the motion; all voted in favor.
- d. Director received an estimate of \$3,960 to install wireless access points in the Library. The possibility of utilizing monies from the Computer Warrant Article to fund the installation was discussed. Director will provide more information on this matter at the next meeting.
- e. Following discussion, Jean made a motion to approve \$350 from the Gift Account to fund the Brass Quartet Holiday Concert (Al Testa). Linda seconded the motion; all voted in favor. Program scheduled to take place in December 2019.
- f. An Action Plan for Year 1 is now required to be completed with the Long Range Plan. This represents a change from previous years by the MBLC. Patty made a motion to approve the Action Plan as presented. Jean seconded; all voted in favor.
- g. Director discussed a possible LSTA grant proposal on "The Elusive Patron". Upcoming programs were discussed.

- h. Children's Room Report and YA Report were reviewed and discussed.
- i. Director edited the Library Annual Report for 2020. Trustees to review and provide feedback for the next Trustees Meeting.

4) Chairperson/Trustee Reports and Discussions:

- a. Correspondence: see attached.
- b. Warrant Articles for the Annual Town Meeting were discussed.
- c. April is National Library Month/Week. One of the ideas proposed was a food drive to benefit the Food Pantry at St. Paul's Church. Planning will begin in January.
- d. Wreath Workshop and Ribbons and Greens Workshop were discussed. Concerns were raised regarding the amount of greens used at the Wreath Workshop. Workshop popularity was also discussed. Possibility of a lottery for attendees was raised.
- e. Friends update was reviewed.
- f. Building Matters were discussed. Siemans Electrical Panel repair was discussed. More information is needed from Siemans concerning their recommendations. The Director will contact Siemans.
- g. Shades that were installed in the Director's Office are working well. Director will obtain an updated quote from Vertex for installation of additional shades in the Children's Room and present at the February meeting.
- h. Problems with the slippery tiles at both entrances to the Library through the tower doors were discussed. A remedy has been proposed and will be addressed as soon as the materials arrive.
- i. Certificate of Occupancy for the Library will be displayed behind the Circulation Desk.

5) Old Business:

- a. Jean will update the Policy Manual to include the Library of Things Policy and User Agreement.
- b. No update is available on the Green Grant status; awaiting follow-up from the Administrator's Assistant.
- c. Erroneous charges from Xerox persist.
- d. Linda reviewed items to be completed on the Trustees Calendar. Director will review lost materials at the January meeting.
- e. Dean Bank and Unibank Grants were discussed.

6) Good and Welfare:

- a. Possible Wine Tasting Fundraiser was discussed. Confirmation of Town's policy regarding liability insurance will be needed.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 8:40 p.m. Deb seconded the motion; all voted in favor.