

Blackstone Public Library
Board of Trustees Minutes
December 9, 2019

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Kelly Gillis, Vice-Chair

Deb Ristaino

Patty Guzinski, Secretary

1) Opening:

a. Meeting was called to order at 6:02 p.m. Jean Alexandrowicz and Mary Ann Dobeck were absent.

b. Next meeting date is January 13, 2020 at 6:00 p.m.

c. Kelly made a motion to rescind the minutes of October 7, 2019; Deb seconded; all voted in favor. Mary Lou made a motion to include “The Director will further research Library Policies to clarify use of the Quiet Study Rooms and Historical Room and review other Libraries’ policies regarding food allergies.” Deb made a motion to approve the October 7th minutes with edits. Kelly seconded; all voted in favor.

d. Library Closings: December 24th and December 31st for the Christmas and New Year’s holidays.

2) Finances:

a. FY20 Invoices were signed and discussed.

b. Proposed 2021 Revolving Account Warrant Article was presented by the Director. Deb made a motion to approve the Warrant Article as presented; Patty seconded. All voted in favor.

c. Mary Lou and Patty met with the Town Administrator regarding the Part Time Budget and State Minimum Wage.

d. Board of Selectmen FY 2021 Budget Review Meeting is scheduled for Saturday, January 11, 2020.

3) Director's Reports and Discussions:

- a. Director reported that the grant application for Summer Reading Software has been approved by the MBLC. The program, Beanstack, will enable patrons to log their reading time online and can be utilized throughout the year. Staff will be trained on the use of the program.
- b. The first installment of the LSTA Grant has been received.
- c. Director has forwarded information regarding an overdue material item to Police Chief Gilmore. Patron who borrowed the item has been sent overdue notice followed by bill for overdue item. Several attempts were made by Staff to contact patron. Director will follow-up with the Chief. Discussion took place regarding blocking of borrowing privileges through CWMARS. More discussion is needed regarding processing of overdue items, including those in the Library of Things.
- d. Upcoming programs were discussed.
- e. Annual Library Report is due January 6, 2020.
- f. Journal from BMR of thoughts and favorite Library memories was received.
- g. Director requested \$350 for the December 2020 Holiday Concert featuring the Renaissance V Brass Quintet and \$200 for the Body Intelligence Program by Dr. Joseph Cardillo. Following discussion, Deb made a motion to approve an expenditure of \$550 from the Gift Account to fund the two programs. Kelly seconded; all voted in favor.
- h. Following discussion, Kelly made a motion to approve \$220 to be paid from the Gift Account for the Children's Program on Winter Hibernation. Deb seconded the motion; all voted in favor.
- i. The Friends of the Library have made a donation in the amount \$1,500 to the Library Gift Account. All requests by Staff for funding from this donation will be approved by the Director prior to being presented at the Trustees meetings. Director will provide the Friends with a monthly accounting of expenditures from these funds.
- j. Director provided update on the status of the copier coin box.
- k. The Unibank and Dean Bank grant applications will be completed prior to the January Trustees Meeting.

- l. Children's Room Report and YA Report were reviewed. Upcoming programs were discussed.
- m. Downton Abbey Tea and Program sign-ups have begun today.
- n. Lost Item Report was discussed. Amnesty Month for patrons to bring in overdue or billed items was suggested.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: see attached.
- b. Friends of The Library update was discussed. Friends are looking to increase the number of active members in their organization. Friends next meeting will be held in February or March. Ongoing Book Sale will be inactive until after the New Year as no volunteers are available to inspect and sort book donations.
- c. Online resource, RB Digital, is now available to patrons. Program contains online access to newspapers and various items. Link to the app is on the Library home page.

5) Old Business:

- a. Policy Manual was reviewed. Changes and edits were made to the Behavior Policy. Deb made a motion to approve the Behavior Policy with the edits provided. Kelly seconded; all voted in favor.
- b. Quiet Studies and Historical Room Policies were discussed. Director will send out revised policy to include updated signage in the Historical Room directing patrons to ask for assistance when viewing historical documents and items in the room.
- c. Food Policy and Allergy Policy were discussed. Restriction on food items for Adult Programs will be lifted. Allergy Response Procedure was discussed. Meeting with Town Counsel and Town Administrator will be requested to review proposed Policy and Procedure and address Staff and Trustees concerns and questions.
- d. Deb made a motion to approve the Library By-Laws with the updates as presented. Kelly seconded; all voted in favor.

- e. Wreath Workshop and Ribbons and Greens Workshop were extremely successful and well-attended. Thank you to Bear's Tree Farm for donating greens for the events and Attorney Dan Doyle for sponsoring the Ribbons and Greens Workshop. Thanks also to Carolyn Powers, Diane Bielat, Joyce St. Jean, Mary Lou Branchaud, and Lisa Cheever for their assistance. Swags were also made and donated to the Quaker Meeting House for their Annual Candlelight Service on December 13th.
- f. Cookie Walk Fundraiser is scheduled for Saturday, December 14th from 10:00 a.m. to 1:00 p.m. Cookies are available to pre-order.
- g. Deb reviewed items on the Trustees Calendar.

6) Good and Welfare:

- a. Audio Journal program in Worcester was discussed. Tressy was commended for her volunteer work in this organization.

7) Adjournment:

- a. Kelly made a motion at 8:00 p.m. to adjourn the meeting. Patty seconded; all voted in favor.