

Blackstone Public Library
Board of Trustees Minutes
February 11, 2019

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Deb Ristaino

Jean Alexandrowicz

Patty Guzinski, Secretary

Kelly Gillis

1) Opening:

- a. Meeting was called to order at 6:38 p.m. Linda Hemphill was absent.
- b. Next meeting date: March 11, 2018 at 6:30 p.m.
- c. Deb made a motion to approve the minutes of January 14, 2019. Jean seconded; all voted in favor.
- d. Library Closings: February 18, 2019 for Presidents Day.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY19 Budget was reviewed and discussed. Director discussed Red Hawk contract. A copy of the existing contract will be reviewed at the March meeting. Wages line item to date was reviewed.
- c. Warrant articles for upcoming Annual Town Meeting were discussed.

3) Director's Report

- a. Director provided proposals from Xerox for Copier Contracts. Lisa reviewed current copiers in the Library and forecasted future Library needs. The use of laser printers by staff was discussed. Lisa will confirm if the Library will own the leased copiers at the end of the three year contract. Director will follow-up with Town Administrator regarding the possibility of utilizing the current Warrant Article to fund a portion of the Children's Room Copier.

- b. Unibank Grant for the Summer Reading Program and other Library programs was received in the amount of \$2,500.
- c. Director discussed upcoming programs. A portion of the L Grant will be utilized for the program North Sea Gas in the amount of \$425 for the September 11th Volunteer Appreciation Night.
- d. Following discussion, Kelly made a motion to approve \$460 to be funded from the Gift Account for craft materials for upcoming programs. Jean seconded; all voted in favor.
- e. Lisa provided an update on the Senior Book Group taking place at the Senior Center.
- f. Friends Book Sale is scheduled for March 30, 2019. The Lions Vision Mobile is scheduled to be at the Library during the Book Sale.
- g. YA Report was reviewed. The Film Making Club has completed and posted informational videos on the items in the Library of Things to YouTube. Links to the videos will be shared on Facebook.
- h. Children's Room Report was discussed. In order to reach more patrons, a Saturday playgroup has been started. Tressy has coordinated a Pajama Drive with the Boston Bruins. Information has been shared in the local papers and on social media.
- i. Planning Meeting for National Library Week is scheduled for Thursday, February 14th at 10:30.

4) Chairperson/Trustees Reports and Discussion:

- a. Correspondence: see attached.
- b. Meeting to tabulate results of Director's Review is scheduled for May 6, 2019 at 6:00 p.m.
- c. Possible book donation box at the Recycling Center is being researched by the Library Director with the approval of Ms. Strapponi at Inspectional Services.
- d. Friends of the Library are planning a Dynamite Fundraiser on Friday, May 31st.
- e. Building Matters:

-Response was received from Victory Supervisor. The Library's concerns were addressed and will be resolved.

-Due to the weather, repair of entrance canopy will be addressed in the spring.

-Still awaiting Green Grant. Director will follow-up regarding outside lights on Library.

5) Old Business:

- a. Children's Room shades are on order through Ver-Tex.
- b. Jean provided an update on the Policy Handbook. Revision date was discussed. Director reported that Staff is up to date on revisions and policies. Deb made a motion to approve the Policy Handbook as written and presented. Kelly seconded the motion. All voted in favor. At the March meeting the format that will be used to make a notation of when policies are revised will be reviewed.
- c. Deb has contacted the St. Paul Food Pantry regarding the Food Drive planned for Library Week in April. The pantry has provided guidelines of acceptable donations, such as no glass containers and no expired foods.
- d. Bequeathal program discussed. Patty will follow-up with obtaining information from other libraries which have programs.
- e. Existing policy on lending to decertified libraries was discussed. Director reported that the town libraries of Mendon, Uxbridge, and North Smithfield have similar policies in place.

6) Adjournment:

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