

Blackstone Public Library
Board of Trustees Minutes
February 12, 2018

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Linda Hemphill, Vice-Chair

Deb Ristaino

Jean Alexandrowicz

Kelly Gillis

Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:34 p.m. All were present.
- b. Next Trustees meeting is March 12, 2018.
- c. Deb made a motion to approve the minutes of January 16, 2018 as presented. Kelly seconded; all voted in favor.
- d. Library Closings: February 19, 2018 for Presidents' Day.

2) Finances:

- a. Invoices were signed and discussed. Invoice from Victory for \$655.00 that was held last month was signed following clarification from Victory.
- b. FY18 and FY19 budgets were reviewed and discussed. Director made revisions to spreadsheet formats.
- c. CBS invoice for copier insurance was discussed. Copy of Town's Insurance Rider has been provided multiple times to CBS. Town Accountant is aware of erroneous invoice.

3) Director's Reports and Discussions:

- a. Copies of State Aid informational handouts were provided to the Board of Selectmen and Finance Committee.
- b. Director discussed the \$7,500 LSTA Grant. As per the requirements of the LSTA Grant, the Library has committed to spending \$800 toward grant related programming. Deb made a motion to approve \$500 from the Gift Account, specifically raised from the Cookie Walk proceeds, to fund the program "I Promoted Myself". Linda seconded the motion; all voted in favor. It was noted that Blackstone Library's LSTA grant application is being used as a template for other grants through the MBLC. The Board commended the Director on this accomplishment.
- c. Director discussed the Cultural Grant Application process for self-applied applicants. Lisa clarified that self-applicants receive letters of support from the Library if and when requested and deemed appropriate by Director and Assistant Director. The Board commended Director and Assistant Director on their success applying for and obtaining numerous grants for the Library.
- d. Upcoming programs were discussed. Gender Diversity Training and Immigration 101 programs are scheduled for Staff; Trustees are also welcome to attend. Other libraries have also been invited to these programs as required by the LSTA Grant.

- e. Assistant Director's Report was reviewed. Upcoming Children's Room Programs were discussed. Director and Assistant Director will be traveling to URI to pick up free seeds from the URI Gardening Program to be used at an April library program.
- f. YA Librarian's Report was discussed. Updates were provided on the Teen Advisory Board and YA programs that were held.

4) Chairperson/Trustee Reports and Discussions:

- a. Correspondence: see attached outgoing letters sent to the Norfolk and Worcester County Corrections requesting services.
- b. The Friends Book Sale is scheduled for Saturday March 31st. A work crew from the Norfolk County Sheriff's Department will be assisting with the set-up for the sale.
- c. Due to some ongoing problems with groups using the Meeting Room and not adhering to the floor plan designated by the Building Inspector, a meeting with the Fire Department and Building Inspector will be requested by the Director.
- d. The new Green Grant was originally anticipated to be funded in April. Information confirming this is still not available.
- e. Upcoming Town Meeting Dates were distributed to the Trustees in an email. The Public Hearing is scheduled for May 14th and the Annual Town Meeting is May 29th.
- f. Chairperson and Director provided an update on the meeting held with the Town Administrator and Town Counsel regarding campaign and candidate use of the Meeting Room and Quiet Studies in addition to establishing a Library Foundation. Jean and Kelly provided examples of other libraries' policies regarding political group use of the Library. Trustees to review these policies in order to draft the Library Policy at the March meeting.
- g. Library Staff will notify the Police Department of scheduled maintenance occurring in the Building.
- h. Building maintenance and repairs were discussed. Of note was a flame failure that occurred on Boiler #1. Repair to Boiler #2 is scheduled to be done on February 14th.
- i. Some of the shelving in the Adult section has been reconfigured to address Library needs.
- j. Replacement of the Library server was discussed. World Band will be doing the replacement. No formal bid process is required as World Band is on the State Bid List and the Director has obtained two other bids.

5) Old Business:

- a. Policy Handbook was discussed.
- b. Foundation establishment was discussed.

6) Good and Welfare:

- a. All minutes are on file at the Town Hall and have been provided electronically to the Town Clerk. Library minutes will now be posted on the Town's website.

7) Adjournment:

- a. Kelly made a motion to adjourn the meeting at 8:17 p.m. Jean seconded; all voted in favor.