

Blackstone Public Library  
Board of Trustees Minutes  
February 13, 2017

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Linda Hemphill, Vice-Chair

Deb Ristaino

Jean Alexandrowicz

Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:36 p.m. Kathy Tata was absent.
- b. Next meeting is March 13, 2017 at 6:30 p.m.
- c. Linda made a motion to approve the minutes of January 9, 2017. Deb seconded; all voted in favor.
- d. Library Closings: February 20, 2017 for Presidents' Day.
- e. Friends of the Library next meeting is February 21, 2017.

2) Finances:

- a. Invoices were signed and discussed.
- b. After the Director and Chair's meeting with representatives from Johnson Controls, the invoice has been revised. Deb made a motion to approve the Johnson Controls invoice in the amount of \$1,459.70. Jean seconded; all voted in favor.
- c. FY 17 Budget was reviewed.
- d. Following discussion, it was recommended that the Director send a letter to the copier company, CBS, regarding issues in the billing of the library's copiers.
- e. Director noted the need for a projector, wireless speakers, and a wireless microphone for the meeting room. Lisa will supply quotes.
- f. Warrant Article reviewed.
- g. Security cameras for the library were discussed. Director and Chairperson met with the technical point person for the Police Department. It was the consensus of the Board to not proceed with security cameras at this time.

3) Director's Reports and Discussions:

- a. Dean Bank and Unibank grants have been submitted.
- b. Water and Sewer bill is expected to increase and will now be billed quarterly.
- c. Director would like to circulate the classroom laptops for patron usage within the building. Lisa plans to base the parameters of the policy on the iPad circulation policy.
- d. Murder Mystery Night is scheduled for April 28th.
- e. Director noted a shortfall in funding the Pastel Painting Program in the amount of \$191.51. The presenter, Gregory Maichack self-applied and the program was partially

funded by the Cultural Council. Director noted that there is also a shortfall for the YA Watercolor Class in the amount of \$25. Following discussion, Deb made a motion to approve \$216.51 to be paid from the Gift Account to cover both program shortfalls. Jean seconded; all voted in favor.

- f. After seeking input from staff, Director proposed utilizing money raised during the Cookie Walk to fund programming by the URI Master Gardeners and Liz Barbour. Jean made a motion to approve \$1,172.64 from Gift Account to fund eight programs. Linda seconded; all voted in favor.
- g. Craft Expo is scheduled for March 7, 2017. Open Mic Night is scheduled for March 28, 2017 from 7:00 to 9:30 p.m.
- h. Candidates running for Board of Selectmen have expressed interest in using the Quiet Study for voter Meet and Greets. Director will review Library's policy with candidates, specifically that no fundraising can take place at the Library.
- i. Assistant Director's report discussed.

4) Chairperson/Trustees Reports and Discussions:

- a. Correspondence: see attached.
- b. Lions Club proposed fundraiser discussed.
- c. Annual Town Meeting is May 30, 2017. Trustees meeting schedule for 2017 reviewed.
- d. Date set for May 1, 2017 at 6:00 p.m. to correlate Director's review. Review will be done at the June Trustees meeting.
- e. Building Matters:

-Testing of the boiler was completed by Victory. From now forward this testing will be included in the fall maintenance done by Victory.

-Request to be sent to Tucker for shelving recommendations.

-Building Warrant Article reviewed. The eight items that have been completed are:

Asphalt Sealcoating	Toilet Repairs
Concrete walkway at Egress Doors	Repair to AHU #5
Installation of 6 Auto Flush Toilets and 1 Urinal	Repair of Backflow Valve
Fans installed in Meeting and Children's Craft Room	Water Meter Replacement

-Green Grant for lighting and fixtures is available to the library. Director will continue to follow-up with Grant Administrator.

-Custodian has compiled a complete list of lights in and around the library.

5) Old Business

- a. Foundation discussion was tabled until Kathy Tata is available to give an update.
- b. Veterans' Plaque was discussed.
- c. Policy Manual Committee is scheduled to meet again on Friday, February 17th. Manual is close to completion.
- d. Trustees Calendar reviewed.

- e. Library Legislative Day is March 7, 2017 at the State House. Director, Assistant Director, and Donna Ansell will be attending.
- f. Staff evaluations will be completed every twelve months in accordance with the Town's Personnel Policy.
- g. Quotes are being solicited for signage for the stacks in the Library. Input will be sought from Donna Ansell.

6) Good and Welfare

- a. Environmental Report has been received by the Library. Assistant Director will follow-up with the results from the report.

7) Jean made a motion to adjourn at 8:38 p.m. Linda seconded; all voted in favor.