

Blackstone Public Library
Board of Trustees Minutes
February 3, 2020

Present:

Lisa Cheever, Director	Deb Ristaino
Mary Lou Branchaud, Chair	Maryann Dobeck
Kelly Gillis, Vice-Chair	
Jean Alexandrowicz	Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:01 p.m. All were present.
- b. Next meeting date is March 9, 2020 at 6:00 p.m.
- c. Jean made a motion to approve the January 13, 2020 minutes. Maryann seconded; all voted in favor.
- d. Library Closings: February 17, 2020 for Presidents' Day.

2) Finances:

- a. FY20 Invoices were signed and discussed.
- b. Reviewed FY21 proposed budget and warrant articles.
- c. Finance Committee meeting is scheduled for Monday, February 10, 2020 at 7:00 p.m. to review the Proposed FY21 Library Budget..
- d. Director noted that the World Band contract hours are being utilized more due to issues with Deep Freeze Program and Windows10 on Library computers. Director will follow-up and provide update at the March Trustees meeting to advise as to remaining contract hours.

3) Director's Report:

- a. Updates provided by the Director on Library of Things and renewal process. Lost items report was discussed. It was noted that based upon the entire Library Collection the annual percentage of Lost Items was extremely low. Director needs discussion with CWMars concerning their notification process so that adjustments can be considered for Library policy governing these materials.
- b. FY20 Budget was reviewed and discussed, including the Electricity and Heating Spreadsheets. Part-time wages were discussed with the projected minimum wage increases.
- c. Legislative Day at the State House is scheduled for April 2nd. Director will send a link for Trustees to register if interested.

- d. National Library Week is scheduled for April 20th through 25th. A committee has formed and begun meeting to plan events for the week. The Trustees will again be promoting the Food Pantry Collection during National Library Week. Deb Ristaino will be the contact Trustee for this collection. A decorated collection box will be used. Diane Buehler has created a flyer for Blackstone Food Pantry collections that will begin on April 18th.
- e. Director reported that the patron printing issues with the Xerox have been resolved.
- f. Director reported that a display is in the Adult area of the Library to provide information on the Census. Staff is familiar with the information and Census links are up on the computers and webpage. Massachusetts State Tax Forms are also available on the table.
- g. Director provided an explanation of the Pop Up Library Device purchased through Baker & Taylor. The device is an outreach tool that will be placed in the in businesses around the community and pre-loaded with ebook best sellers. Director will demonstrate use at the March or April Trustees meeting. Library will assess the use of the device and determine the need for the device after one year.
- h. Update was given on the LSTA Grant. Financial Fridays highlighting available online classes are featured on the Library's Facebook and Web Pages.
- i. Director discussed upcoming programs and book groups. Adult book groups continue to be well attended. YA will attempt another book group in the near future.
- j. Upcoming Poetry Month program taking place March 2nd to April 4th was discussed. Finale will be held on April 30th. Following discussion, Kelly made a motion to approve \$62.30 for craft supplies and \$475.00 to fund Poetry program from the Friends donation to the Gift Account. Jean seconded; all voted in favor.
- k. National Library Week events were discussed. Director provided explanation of proposed Mini Golf program. Kelly made a motion to approve \$150 for supplies for National Library Week and \$495 for the Mini Golf program, for a total of \$645 to be paid from Gift Account. Jean seconded; all voted in favor.
- l. Amnesty Week is scheduled for March 16th through March 21st. Overdue items and items previously billed will be accepted during the week.
- m. Pop-up Library outreach will take place at Goodstuff Smokehouse on February 13th from 4:00 p.m. until 9:00 p.m. Staff has planned a Valentine Card station for patrons to make cards in addition to providing patron library cards for those who apply. Goodstuff has generously offered to donate fifteen percent of all food sales that night to the Library Gift Account.
- n. YA Report was discussed. "Homework and Hang" program proposal was reviewed. It was recommended that depending upon the needs of the program, National Honor Society students may be helpful with tutoring during the session. Concerns were raised regarding snacks provided at the program. Deb made a motion to approve \$100 from the Friends of the Library donation to the Gift Account. Jean seconded; all voted in favor.

- o. Allergen signs have been created that must be posted during all programs involving food and/or beverages.
- p. Building Report was reviewed and discussed.
- q. Children's Room Report was discussed. New STEAM kits have been purchased and will circulate. Pajama Drive in collaboration with the Boston Bruins will take place February 1st through March 15th. New pajamas in infant, children, teen, and adult sizes will be accepted during this time.
- r. Upcoming YA programs were presented. Mary Lou suggested that more funding may be available through the Office of the District Attorney to assist with YA programs.

4) Chairperson and Trustees Reports and Discussions:

- a. Correspondence: see attached.
- b. Proposed program on Container Gardening for vegetables was discussed. Awaiting response from local nursery.
- c. Library By-Laws were discussed. It was recommended that a copy be placed on the Library's webpage.
- d. Agenda Item D. regarding security cameras was tabled. Input from the Police Chief and Town Administrator will be solicited. Trustees will forward any questions and concerns to the Chair.
- e. Building Repair Warrant Article status was discussed. Scheduled upcoming repairs include replacement of water meter and asphalt seal coating. Town Building Repair Article will be utilized for those items identified in the submission to the Town Administrator.
- f. Friends of the Library meeting is scheduled for February 18, 2020 at 6:45 p.m. Update on January Friends meeting was provided.

5) Old Business:

- a. Policy Manual proposed changes were discussed. Jean will meet with the Director to modify Library of Things Policy and Library Hot Spot Policy.
- b. Deb reviewed the Trustees Calendar. Updated CORIs were discussed. Trustees will follow up with Tressy for clarification.

6) Good and Welfare:

- a. Good Stuff Pop Up Library Outreach is Thursday, February 13th from 4:00-9:00 p.m.

7) Adjournment:

- a. Deb made a motion at 7:50 p.m. to adjourn the meeting. Jean seconded; all voted in favor.