

Blackstone Public Library
Board of Trustees Minutes
January 16, 2018

Present:

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 6:37 p.m. Lisa Cheever was absent.
- b. Next Trustees meeting is February 12, 2018.
- c. Deb made a motion to approve the minutes of November 13, 2017 and December 11, 2017.

Linda seconded; all voted in favor.

- d. Library Closings: January 15, 2018 for Martin Luther King Day.

2) Finances:

- a. All invoices had been signed the previous week. Invoice from Victory for \$655.00 was held pending additional information. Follow up at the February meeting.
- b. FY18 and FY19 budgets will be reviewed and discussed at the February meeting due to the Director's absence.
- c. Chairperson and Director met with the Board of Selectmen to review and discuss FY19 Proposed Library Budget on Saturday, January 6, 2018. Explanation was provided regarding change in utilities line item.

3) Director's Reports and Discussions:

- a. Following discussion, Deb made a motion to present the FY 19 Warrant Article establishing a revolving account fund not to exceed \$3,000 to fund related copier and printer expenses as written. Kelly seconded; all voted in favor.
- b. The first installment of the State Aid Grant was received. There was a decrease in the amount compared to last year's grant.
- c. Director's Report was reviewed. Deb discussed the format of the monthly reporting of the budget and library accounts. Discussion will take place with Deb and Director to consider some adjustments.
- d. Cultural Grant shortfalls for approved Library Programs was discussed. Deb made a motion to approve \$2,834.00 to be paid from the Gift Account to cover the shortfall of these programs. Jean seconded; all voted in favor. Questions were raised regarding the process of self-applied grant applications.

- e. LSTA grant was discussed. Approval of the "I Promoted Myself" Program was held until next meeting due to questions regarding the Library contribution to the grant program.
- f. Deb made a motion to approve \$150 from the Gift Account to fund items for Volunteer Appreciation event at the Library. Kelly seconded; all voted in favor.
- g. Children's Room Report and YA Report were reviewed and discussed.

4) Chairperson/Trustee Reports and Discussions:

- a. Building Matters Report was reviewed and discussed. A formal bid process will be needed for the repair to AHU#5. Follow up will take place with Mr. Keyes.
- b. Follow up is being done with Johnson Controls regarding the failure of the HVAC alert system. No alert was received by any of the five people on the call list for HVAC issues.
- c. Director noted the need for increased electrical outlets in staff areas such as the tech room, circulation desk area, and Children's Room desk area. The wiring and installation of these outlets will be scheduled with David Dionne to be paid from Building Repair and Maintenance. The estimate of this installation is \$3,345.
- d. Upcoming Friends Fundraisers was discussed. The Spring Friends Book Sale is scheduled for Saturday March 31st. An outdoor plant sale is planned for Mother's Day weekend.
- e. Review of Trustees Calendar is held until the February meeting.

5) Old Business:

- a. The establishment of a Library Foundation was discussed. Chairperson has an upcoming meeting with the Town Administrator, Town Counsel, and Town Accountant to discuss preliminary information regarding a foundation.
- b. Jean provided an update on the Policy Handbook. Jean will update and complete the following policies:
 - Circulation, including the circulation of laptops and chromebooks
 - Library services, to include scanning services
 - Meeting Room, update kitchen regulations
- c. The creation of a Political Campaigning Policy was reviewed and will be formulated at an upcoming meeting. Trustees to review other libraries' policies in this area.
- d. No action will be taken regarding Service Animal Policy as this is covered by Massachusetts State Law.
- e. Deb will revise Director's Evaluation and send template to Trustees.

7) Adjournment:

- a. Deb made a motion to adjourn the meeting at 8:05 p.m. Jean seconded; all voted in favor.

