

Blackstone Public Library
Board of Trustees Minutes
January 14, 2019

Present:

Lisa Cheever, Director	Linda Hemphill
Mary Lou Branchaud, Chair	Deb Ristaino
Jean Alexandrowicz	Patty Guzinski, Secretary
Kelly Gillis	

1) Opening:

- a. Meeting was called to order at 6:32 p.m. All were present.
- b. Next meeting date: February 11, 2018 at 6:30 p.m.
- c. Jean made a motion to approve the minutes of December 10, 2018. Deb seconded; all voted in favor.
- d. Library Closings: January 21, 2019 for Martin Luther King Holiday.

2) Finances:

- a. Invoices were signed and discussed. The valve repair to the HVAC unit was completed recently. It was recommended that the invoice be paid from the Building Warrant Article.
- b. FY 19 Budget was discussed. Travel reimbursement was discussed. Director will follow up with the Town Accountant on whether the rate has changed as the Federal Reimbursement rate has increased to .58.
- c. Proposed FY 20 Budget was presented at the Board of Selectmen workshop on January 6, 2019.
- d. Director reported that a portion of the Materials line item is spent on outreach to the schools such as books for the Middle School and High School Summer Reading and the Middle School Book Clubs.
- e. Quote of \$3,960 from CW/MARS to install updated wireless routers for patrons throughout the Library was discussed using funds from the Computer Warrant Article.
- f. FY 21 Budget was discussed. The possibility of computer repairs and replacements completed utilizing a warrant article or revolving account was discussed. Director discussed the need to budget for an updated phone system. Kelly and Deb will follow up with information about online phone systems.
- g. Chairperson and Director will review anticipated building repairs in the future and discuss whether proposed warrant articles are needed. Deadline for submitting Warrant Articles is March 5th.

3) Director's Reports and Discussions:

- a. Director presented edited Annual Report.
- b. Library of Things Policy and Agreement was reviewed. Linda made a motion to approve the revised Library of Things Policy; Kelly seconded. All voted in favor.
- c. Scanning Policy was reviewed with Staff.
- d. The use of Quiet Studies was discussed. Director noted the increase in patron requests for proctors. Kelly made a motion that Library Staff will not act as proctors at the Library. Jean seconded the motion; all voted in favor.
- e. Following discussion, Jean made a motion to approve \$3,127.37 from the Gift Account to fund program shortfalls from the Cultural Council Grants. Deb seconded; all voted in favor.
- f. Director provided Lost Item Report covering the period of time from January 2014 to December 2018.
- g. Lisa reported on the progress of the Long Range Plan. Director discussed community outreach. Questions were raised whether specific daycares in town were nonprofit. Director will provide follow-up.
- h. Director met with representatives from CBS Copier Company to request a quote for the upcoming contract. The erroneous Xerox late fee bill was given to the representative along with an explanation from the Director.
- i. State Minimum Wage is \$12 an hour as of January 1, 2019. This wage is slated to increase to \$13 on January 1, 2020. Impact to upcoming Library Budgets was discussed.
- j. Children's Room Report and YA Report were reviewed and discussed.

4) Chairperson/Trustee Reports and Discussions:

- a. Correspondence: none.
- b. Open Meeting Law Workshop of January 7, 2019 was discussed. Handout from meeting was provided.
- c. Date of May 6th at 6:00 p.m. was established for tabulation of Director's Review. Deb will send out a copy of the evaluation in April.
- d. Friends update was discussed.
- e. Building Matters Report was reviewed. Work Crews from the Worcester County Corrections Program are scheduled to come to the Library each month.
- f. Valve Repair to the second HVAC Unit was completed on January 9th by Victory. Director has corresponded with Victory regarding concerns with safety and service following service calls by the company. Director has not received a response from Victory. Director will follow up.

- g. Food Pantry collection will be taken at the Library during National Library week from April 8th through April 14th. Deb will contact St. Paul's Church to coordinate the donation.
- h. Director will be scheduling a planning meeting for upcoming events for Library Week.
- i. Bequeathal program and "Giving" Brochure were discussed. Patty will follow up with brochure.

5) Old Business:

- a. Quote from Ver-Tex for installation of blinds in the Children's Room was discussed. Deb made a motion to approve \$2,972 to be paid from the Gift Account to fund Option 2 quote from Ver-Tex for installation of blinds. Jean seconded; all voted in favor.
- b. Policy Handbook update was provided by Jean.
- c. Concerns regarding use of cameras in the Meeting Room was discussed with respect to the privacy for the children as well as adult patrons attending programs. More information will be requested.

6) Good and Welfare:

- a. None

7) Adjournment:

- a. Kelly made a motion to adjourn the meeting at 8:56 p.m. Jean seconded; all voted in favor.