

Blackstone Public Library
Board of Trustees Minutes
March 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 6:39 p.m. Kathy Tata was absent.
- b. Next Trustees meeting is April 10, 2017 at 6:30 p.m. Library budget is scheduled to be reviewed at the Finance Committee meeting on April 24, 2017 at 7:00 p.m.
- c. Jean made a motion to approve the minutes of February 13, 2017. Linda seconded; all voted in favor.
- d. There are no Library Closings for the upcoming month.

2) Finances:

- a. Invoices were signed and discussed.
- b. Staffing during inclement weather was discussed. Director noted that on the occasion that the Library must close early due to inclement weather, part time staff will continue to be offered to work the hours they missed from a closing at a set date and time determined by the Director. Director noted that the workload is often increased after a closing.
- c. FY 17 Budget reviewed. Director noted that electricity costs are higher this fiscal year; however, budget projections are still on target. Director has analyzed and compared heating costs this fiscal year and usage has been approximately the same as last fiscal year.
- d. Director reported that after meeting with the copier company, CBS, the discrepancy with the invoices has been resolved.
- e. The hours the Head Custodian has spent on snow removal at the Library will be paid from the Town Snow Removal Budget.
- f. FY 18 Budget and Warrants were reviewed.

3) Director's Reports and Discussions:

- a. Director received notification that the Unibank Grant has been approved.
- b. Director, Assistant Director, and Head of Circulation attended the Library Legislative Day at the Statehouse.
- c. Staff evaluations are slated to be completed this week.

- d. Head Custodian's retirement date reviewed. Following discussion, Jean made a motion seconded by Deb to pay new Head Custodian in the amount of \$623.10 out of LIG/MEG to cover training hours pending approval from the Town Accountant or appropriate office. All voted in favor. Director noted that new Head Custodian will receive HVAC notifications via text messages.
- e. Fire Chief has notified the Library that one to two defibrillators will be made available for use at the Library.
- f. Assistant Director's Report reviewed. Tressy noted that programs and crafts held during February vacation were well attended. New program, the Crazy 8 Math Club, was discussed.
- g. Head Custodian's last day at the Library will be March 24, 2017. Staff has planned a drop-in for patrons and friends to wish Roger well on his retirement.
- h. Legal opinion letter regarding political campaign activity at the library received from Town Counsel, Patrick Costello, was reviewed and discussed in detail. Based upon Attorney Costello's letter, it was agreed upon that no action shall be taken regarding the library hosting a candidate night until a policy is in place.
- i. Further clarification needed from Town Counsel regarding paying part time staff when the Library closes for inclement weather.

4) Chairperson/Trustee Reports and Discussions:

- a. Correspondence: see attached for Correspondence received from Worcester County Sheriff's Office, Attorney Patrick Costello, and Trustee Kathy Tata.
- b. Crews from the Norfolk County and Worcester County Sheriff's offices will be scheduled to begin outside landscaping and maintenance at the Library in the Spring.
- c. Following discussion, Jean made a motion to approve payment to B & M Landscaping for mulch not to exceed \$500.00 to be paid from Gift Account. Deb seconded; all voted in favor.
- d. Building Matters reviewed and discussed. Review of warrant article repairs was discussed.

5) Old Business:

- a. Establishment of a Library Foundation has been tabled until September.
- b. Friends of the Library update discussed.
- c. Chairperson and Director met with the Grant Director, Gino, regarding the Green Grant. Director will follow-up with company to complete assessment of Library's lighting needs and areas for possible energy savings. Possibility of utilizing grant for outside lighting discussed.
- d. Jean gave an update on the Policy Handbook. Trustees to review pages 8 through 18 for next Trustees meeting.

- e. Linda reviewed and updated Trustee Calendar and Action Items. Director will follow up with renewal dates for the CORI check to be completed for the Trustees.
 - f. National Library Week is in April. Director and Staff will be planning events for the week.
- 6) Meeting was adjourned at 8:22 p.m.