

Blackstone Public Library
Board of Trustees Minutes
March 12, 2018

Present:

Mary Lou Branchaud, Chair
Linda Hemphill, Vice-Chair
Patty Guzinski, Secretary

Jean Alexandrowicz
Kelly Gillis

1) Opening:

- a. Meeting was called to order at 6:36 p.m. Lisa Cheever and Deb Ristaino were absent.
- b. Next Trustees meeting is April 9, 2018.
- c. Jean made a motion to approve the minutes of February 12, 2018 as presented. Linda seconded; all voted in favor.
- d. Library Closings: April 16, 2018 for Patriots Day.
- e. At this point in the meeting the Chairperson elected to take item 4b out of order as Friends President Paula Sullivan, Friends Treasurer Theresa Duryea, and Friends member Denise Daignault were in attendance.
 - Friends discussed the need for increased fundraising based upon the projection of requests for the upcoming year. Meeting Room use for fundraising when the Library is closed was discussed. Chairperson provided clarification that either the Director, Assistant Director, Trustee, or Shift Supervisor needs to be present at the Library for an event taking place when the Library is closed. CORIs for Friends members were discussed and representatives from the Friends were told that these were a requirement. They were informed that the Assistant Director at the Library processes these for the Library staff and Trustees. They were also apprised that the CORI from the school and other organizations do not cover the requirement for the Library.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY18 Budget and Warrant Article status were reviewed.
- c. FY19 Budget was reviewed.
- d. Chairperson provided update on meeting with the Finance Committee regarding FY19 proposed budget.

3) Director's Reports and Discussions:

- a. Active Shooter/Safety Training is scheduled for 3/27 from 6:00 to 7:00 p.m. for Staff and Volunteers. Trustees are also invited to attend.
- b. Upcoming programs were discussed including Volunteer Appreciation Night, Poetry Contest, and National Library Week.
- c. Children's Room and YA Reports were reviewed and discussed.

4) Chairperson/Trustee Reports and Discussions:

- a. Correspondence: see attached.

- b. Dates of upcoming Trustees meetings for 2018 are: 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/15, 11/5, and 12/10. A Trustees meeting to complete the Director's Annual Review is scheduled for 5/21/2018 at 6:00 p.m. Jean made a motion to accept all meeting dates. Patty seconded; all voted in favor. A copy of the Meeting Dates will be sent to the Town Clerk.
- c. Building Matters Report was reviewed and discussed. The need for additional storage was discussed. Carpet Cleaning may be scheduled for the weekend of Veterans' Day.

5) Old Business:

- a. Director will schedule a meeting with the Fire Chief and the Building Inspector regarding the use of the Meeting Room.
- b. No update from the Town was provided regarding the Green Grant.
- c. Jean discussed proposed Smoking Policy. Policy will be added to the Policy Book.
- d. Political Group Use Policy was discussed. Several policies of Massachusetts Libraries were discussed. Jean will review and develop a policy with the Director.
- e. The fire alarm and sprinkler alarm system were tested by Red Hawk. All systems were in good working order and presented no problems.

6) Adjournment:

- a. Jean made a motion to adjourn the meeting at 8:04 p.m. Kelly seconded; all voted in favor.