

Blackstone Public Library
Board of Trustees Minutes
April 11, 2016

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Linda Hemphill, Vice-Chair

Jean Alexandrowicz

Kathy Tata

Patty Guzinski, Secretary

- 1) Opening:
 - a. Meeting was called to order at 6:10 p.m. Deb Ristaino was absent.
 - b. Next meeting is May 9, 2016 at 6:30 p.m.
 - c. Approval of March 14, 2016 minutes was held until May meeting.
 - d. Director will be on vacation June 13th until June 18th.
 - e. Library Closings: April 18, 2016 for Patriots Day.
 - f. Next Friends meeting: April 26, 2016.
- 2) Finances:
 - a. Invoices were signed and discussed.
 - b. FY16 Budget was reviewed and discussed. Director will get clarification from Town Accountant regarding overtime and snow removal questions.
 - c. FY17 Warrant articles were discussed. Director and Chairperson plan to attend Capital Outlay Committee meeting on April 13, 2016 to address warrant articles. FY17 Budget was reviewed. Electricity and Heating line items were analyzed and discussed. Director will collate electricity and heating rates and expenditures from the past four fiscal years for review.
- 3) Director's Reports and Discussions:
 - a. Director gave update on use of LSTA grant. All programming has been scheduled and a midterm report is due on April 15th. Lisa noted that the pedometers purchased using grant money have been popular with patrons and circulating regularly.
 - b. The State Aid Committee has presented revisions to the legislature.
 - c. First Aid and CPR training is scheduled for April 27, 2016. Six staff members are signed up to participate.
 - d. Staff appreciation lunch is scheduled for Tuesday, April 12th at 1:00 p.m.

- e. Invitations have been sent for the Volunteer Appreciation Night on April 28, 2016.
 - f. The Friends have canceled the Spring Book Sale due to lack of donated books.
 - g. Friends raffle license needs to be applied for annually. There is a \$10 application fee in addition to a 5% tax on proceeds.
 - h. A Social Media policy for the town departments has been instituted. The library is not required to adopt this. The Library Director and staff will review the social media used by the library staff and discuss and possibly incorporate.
 - i. Computer Use Policy was discussed. Director will discuss with Town Administrator the possibility of Town Counsel reviewing the policy. MBLC has list serve to obtain input from other libraries.
 - j. Assistant Director and Children's Room Report was reviewed. Director and Assistant Director participated in Community Reading Day. Downton Abbey Tea was well attended and extremely successful. Library fundraiser is scheduled at Uno's in Bellingham during Spring Vacation.
 - k. Trustees' June meeting will be moved to June 6, 2016 due to Director's scheduled time off.
 - l. Following discussion, Kathy made a motion to purchase a bulletin board for the Friends of the Library in the amount of \$360 from Gift Account. Linda seconded; all voted in favor.
- 4) Chairperson/Trustee Reports and Discussions:
- a. Building Matters were discussed. Worcester County Sheriff's Office work program is scheduled at the library on April 13, 2016.
 - b. Invoice was submitted in the amount of \$1,618 by Gurney Water Treatment for the replacement of glycol in the HVAC system. Fifty five gallons were replaced. Funding will be from the 2016 Building Warrant Article.
 - c. Friends request for plant sale utilizing the meeting room was discussed. In keeping with past practice, plant sales may be held at the library for library fundraising but outside. Trustees volunteered three large fold up tables and canopies to assist.
 - d. Outgoing Correspondence;

-Board of Selectmen, Chairperson Bob Dubois regarding second installment of grant funds from the State.

-Finance Committee regarding corrections of misinformation given by committee.

e. Long Range Plan will be addressed at August Trustees meeting.

f. Vote on use of LIG/MEG funds for staff training and part time employees to be addressed at July Trustees meeting.

5) Old Business:

a. June 2015 minutes were submitted to Town Clerk. July 2015 Trustees meeting was canceled due to lack of a quorum. Chair must submit letter to Town Clerk.

b. Director's Review is scheduled to be tabulated on May 17, 2016 at 6:00 p.m.

c. Launchpad/E-Reader/Tablet Circulation Policy was reviewed.

6) Meeting was adjourned at 8:45 p.m.