

**Blackstone Public Library
Board of Trustees Minutes
August 8, 2016**

Present:

Mary Lou Branchaud, Chair
Linda Hemphill, Vice-Chair
Deb Ristaino
Jean Alexandrowicz
Lisa Cheever, Director

1) Opening:

- a) Meeting was called to order at 6:50 p.m. Patty Guzinski and Kathy Tata were absent.
- b) Next meeting will be Monday, September 12th @ 6:30 p.m.
- c) Deb made motion to approve the Minutes of 7/11/16. Jean seconded motion. All voted in favor.
- d) The Library will be closed September 5th for Labor Day.

2) Finances:

- a) Invoices were signed. There is no longer a discount on the CWMARS bill.
- b) Two vouchers that were signed included FY16 encumbered invoices.
- c) FY17 will have 13 Comcast bills (one extra in the amount of \$14.95). Lisa will meet with the Town Accountant and discuss the subscription dates as they relate to the fiscal year. In reviewing the FY17 budget Lisa indicated that \$3,644.66 has been spent to date in the Building and Maintenance account. Some of the larger items in that number include \$237.50 – Victory Heating & Air service call on compressor; \$1,413.10 – Victory Heating & Air to repair the compressor and \$294 – Baker Fire Equipment for new fire extinguishers.

3) Director's Report and Discussion:

- a) ARIS Report is due Friday, August 19th.
- b) Lisa needs to provide the Town Administrator with two additional quotes for the computer purchases. Lisa will inform the board when the quotes are received and proceed.
- c) World Band service contract renews September 1st. Lisa is going to purchase 40 service hours this year. She estimated at least 20 hours are needed for server maintenance. The first installment of the World Band contract is \$1,800 and will be put on a pre-signed warrant.
- d) The lease for the new copier was signed by Mr. Keyes. Delivery and set-up will be scheduled. Lisa will obtain a maintenance agreement on the old copiers.

e) Lisa will attend several workshops/fairs in August and September. They are listed in the Director's Report.

f) Assistant Director's report was reviewed.

4) Chairperson/Trustee Reports and Discussions:

a) Correspondence: A copy of the Director's Addendum to Annual Contract was sent to Julie Hebert, Town Accountant.

b) Building issues were reviewed. A crew from the Worcester Correctional Facility will be working at the Library on Wednesday, August 10th.

c) An organizational form was completed for the Town Clerk listing the three elected officers and the names of those officers and the library director authorized to post/cancel meetings.

d) Discussion of the Library Foundation will take place at the September meeting.

5) Old Business: None

6) Good and Welfare: None

7) Meeting was adjourned at 8:00 p.m.