

Blackstone Public Library
Board of Trustees Minutes
December 11, 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 6:36 p.m. Kelly Gillis was absent.
- b. Next Trustees meeting is January 8, 2018.
- c. Approval of the minutes of November 13, 2017 was held.
- d. Library Closings: December 22 to 25, 2017 for Christmas and December 29, 2017 to January 1, 2018 for New Year's.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY18 budget was reviewed. Director provided updates on line items.
- c. Director, Chairperson, and Deb Ristaino provided information on their meeting with the Town Accountant and Town Administrator regarding the FY19 budget recommendations. Following discussion on past years' utility expenditures, Linda made a motion to make the following adjustments to the Proposed FY19 Budget:

Gas/Heating line item: \$15,000

Books/Periodicals: \$100,000

Expense Total: \$216,380

Department Total: \$502,350.10

Jean seconded the motion; all voted in favor. Director will re-submit FY19 Budget with the approved changes.

- d. Meeting with the Board of Selectmen to review and discuss FY19 Proposed Library Budget is scheduled for Saturday, January 6, 2018.

3) Director's Report:

- a. Library Action Plan has been approved by the MBLC. Director will be creating a survey with input from staff and Trustees.
- b. Wreath Workshop held on November 27th and Ribbons and Greens workshop held on December 2, 2017. Both workshops were well attended.
- c. Director provided update on Phase 2 of the Computer Warrant Article.
- d. Following discussion, Jean made a motion to pay \$100 from the Gift Account to fund the program by Fat Boys and Little Men. Deb seconded; all voted in favor.

- e. Director will be compiling statistics for the Annual Report which is due to the Town Hall by January 19, 2018.
 - f. Grant applications have been completed and sent to Dean Bank and Unibank.
 - g. Director has begun Staff Evaluations.
 - h. The Cookie Walk Fundraiser was very successful, raising a total of \$1,315 plus credit card sales.
 - i. Friends Update from the November meeting was provided by the Director.
 - j. Update on Adult and Young Adult programs was given. Requests have been submitted to the Friends for programs during school vacations, the Annual Poetry Contest, and National Library Week programs.
 - k. YA Director met with the FW Hartnett Middle School Principal to discuss upcoming programs.
 - l. Assistant Director's Report was reviewed.
- 4) Chairperson/Trustees Reports and Discussions:
- a. Correspondence: see attached.
 - b. Director has followed up with the Town Accountant regarding the checks issued to the Master Gardeners/URI. Director and Town Accountant have successfully resolved the issue.
 - c. Compilation of Director's Review is scheduled for May 21, 2018 at 6:00 p.m.
 - d. Annual Town Meeting is May 29, 2017.
 - e. Building Report: Victory came to the Library to assess problems with the boiler. Victory noted that a major repair is needed and may be costly.
- 5) Old Business:
- a. Policy Handbook was discussed. The creation of a policy regarding Candidate/Political Use of Meeting Rooms was discussed. Director had previously gathered information from other libraries about this issue. Trustees will review this information to discuss at the January Trustees meeting.
 - b. The establishment of a Library Foundation was discussed. Further input from libraries with existing foundations will be needed as well as input from Town Counsel.
- 6) Good and Welfare:
- a. Thank you to all who volunteered and contributed to the Wreath Making Workshop, Ribbons and Greens Workshop, and the Cookie Walk.
- 6) Adjournment:
- a. Deb made a motion to adjourn at 8:34 p.m. Linda seconded; all voted in favor.