

Blackstone Public Library
Board of Trustees Minutes
January 9, 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. Kathy Tata was absent.
- b. Next meeting is February 13, 2017 at 6:30 p.m.
- c. Jean made a motion to approve the minutes of December 12, 2016. Mary Lou seconded; all voted in favor.
- d. Library Closings: January 16, 2017 for Martin Luther King Day.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY 16 Budget: Leeway invoice has been resolved.
- c. Chairperson and Director met with a representative from Johnson Controls regarding questions about a previous invoice that was held. Representative has agreed to reformulate the invoice and submit.
- d. FY 17: Electricity and heating spreadsheets prepared by the Director were reviewed.
- e. Lowe's grant remaining balance of \$3,116 was reviewed and discussed.
- f. Cookie Walk was extremely successful. Over \$1,000 was raised for the library. Chairperson thanked the library staff who participated in the event and donated their time and talents. Funds to be used for programming.
- g. The Director and the Chair attended the Board of Selectmen Budget meeting on Saturday, January 7, 2017 to review the preliminary FY 18 budget.

3) Director's Report:

- a. The Library Annual Report was reviewed and edited.
- b. Director reported that issues still persist with the employee time clock. Town Hall is aware of the issues.
- c. Library minutes and reports will now be posted on the Town's webpage.
- d. Director reviewed changes to the Public Records Law.
- e. Director reported on update on paying Part Time staff based on actual hours worked. Minimum wage has been increased as of January 1, 2017 to \$11 an hour per state law.
- f. Due to Roger's retirement, Custodial job opening will be advertised next month. Job description is being revised.

- g. Director reviewed funding requests that were submitted to the Friends for upcoming programs.
- h. Assistant Director's Report reviewed and discussed.
- i. Legislative Breakfast is scheduled for February 3rd at 8:00 a.m. in Sutton.

4) Chairperson and Trustees Reports and Discussions:

- a. Correspondence: see attached.
- b. Upcoming Trustee meetings will be determined.
- c. Building Matters report reviewed and discussed.
- d. Long Range Plan will be discussed with a target date of July 2017 to begin compiling the new Plan.

5) Old Business:

- a. Kathy will update on Foundation questions at upcoming Trustee meeting.
- b. Mary Lou will follow up with Matthew Piedmont on possible Veteran's Plaque donation to the Library.
- c. Date will be set to complete Policy Manual.
- d. Linda reviewed and updated Trustees Calendar.
- e. Article was submitted to the Enlightener regarding book donations.

6) Meeting was adjourned at 8:30 p.m.