

Blackstone Public Library  
Board of Trustees Minutes  
June 12, 2017

Present:

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

Jean Alexandrowicz  
Kelly Gillis  
Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:32 p.m. All were present.
- b. Next Trustees meeting is July 10, 2017 at 6:30 p.m.
- c. Jean made a motion to approve the minutes of May 1, 2017. Linda seconded; all voted in favor.
- d. Library Closings: July 3rd and 4th for the Fourth of July holiday.

2) Finances:

- a. Invoices were signed and discussed. Director provided update on recent invoices paid from Books and Periodicals and from the Gift Account.
- b. Discussion took place regarding the Budget and Warrant Articles passed at Annual Town Meeting.

3) Director's Report and Discussions:

- a. FY 17 Account Balances were reviewed. Director reviewed line item balances for the Operating Budget.
- b. Director recommended Young Adult be classified as ages 12 to 17 in the Policy Manual in keeping with CWMars classification.
- c. Library Bequethal program discussed. Upcoming article will be written for the Enlightener to highlight the program.
- d. Summer Reading and upcoming programs were reviewed. Recommendations for Master Gardener programs include Hydrangea Care, Bee Keeping, and Care of Roses.
- e. Director noted that more detail is needed for the Quiet Study Policy.
- f. Director provided Trustees with information regarding Service Dogs/Animals. According to the ADA emotional support dogs/animals are not classified as service dogs/animals. This update will be added to the Policy Manual. Trustees will review information provided by Director for the next meeting.
- g. Assistant Director's Report was reviewed. Tressy has visited the elementary schools to let students know about the Summer Reading Program offered at the Library.

- h. Friends of the Library will be hosting a Christmas in July program to solicit specific new toys needed for the Children's Room.
- i. Director provided report on Massachusetts Library Association Conference that she attended in May. In addition, Tressy, Donna, and Ellen provided written reports regarding information gained at the conference.

4) Chairperson/Trustee Reports and Discussions:

- a. Director's Review was discussed. It was noted that Director has done and continues to do an outstanding job. Lisa's staff management, training, and supervisory skills are exemplary.
- b. Correspondence: see attached.
- c. Trustee term renewals were reviewed.
- d. Building Matters Report and Warrant Article repairs were reviewed. Green Grant status was updated. Upcoming meeting is scheduled with Town Administrator on June 21st.
- e. Seal-coating of Library Parking Lot was discussed. Specifics on materials used and type of application is needed by seal-coating companies.
- f. Ribbons and Greens workshop is scheduled for December 2nd. Wreath workshop to be scheduled the Tuesday prior so that materials can be used for both programs.
- g. Meals provided to the Correctional Facility Crews scheduled to complete outdoor work will now be paid from the Gift Account. In the past this has been paid by the Friends.

5) Old Business:

- a. Policy Manual review submissions to be completed in August.
- b. Linda reviewed Trustees Calendar. Action items also reviewed.
- c. Update was provided on CORI submissions.

6) Adjournment:

- a. Kelly made a motion and Deb seconded to adjourn the meeting at 8:50 p.m. All voted in favor.