

Blackstone Public Library
Board of Trustees Minutes
November 13, 2017

Present:

Lisa Cheever, Director
Mary Lou Branchaud, Chair
Linda Hemphill, Vice-Chair
Patty Guzinski, Secretary

Deb Ristaino
Jean Alexandrowicz
Kelly Gillis

Others in attendance:

Tressy Collier, Assistant Director
Karen DelVecchio, Young Adult Librarian
Paula Sullivan

1) Opening:

- a. Meeting was called to order at 6:34 p.m. All were present.
- b. Director introduced the Young Adult Librarian, Karen DelVecchio to the Board.
- c. At this point in the meeting, the Chair elected to take this item out of order to accomodate guests. Paula Sullivan, President of the Friends of the Blackstone Library, provided an update on Friends' fundraising activities and memberships. Mrs. Sullivan raised a question regarding fundraising at the Library. The Chair referred to the Library Policy and the Town Administrator's directive regarding Library Staff not accepting money for Friends' fundraisers. Possible upcoming fundraisers held by the Friends were discussed including outside Flower/Plant Sale and Membership Drives. The use of the Friends' Lock Box was discussed.
- d. At this point in the meeting due to a commitment, Jean Alexandrowicz left the meeting.
- e. Next Trustees meeting is December 11, 2017 at 6:30 p.m.
- f. Deb made a motion to approve the minutes of October 2, 2107. Kelly seconded; all voted in favor.
- g. Library Closings: November 23rd to 25th for Thanksgiving. Following discussion regarding low visitation, inclement weather, and parking lot maintenance, it was agreed upon to close the Library December 22nd through 25th for Christmas, and December 29th through January 1st for New Year's, which will be in keeping with the schedule being followed by other Town buildings.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY17 has been closed out.
- c. FY18 Budget was discussed.
- d. Director presented FY19 Proposed Budget. Director reviewed changes to Staff Wages. The addition of the phone system replacements to the Building Maintenance Line Item

was noted. Funds from LIG/MEG are currently being utilized to pay for two staff members. Concern was discussed that the funds utilized to pay for these two part-time staff are exceeding the annual grant allocation.

3) Old Business:

- a. Policy Handbook was discussed. Forms in the Handbook are near completion. Trustees will review forms once Jean has sent them.
- b. Dean Bank Grant has been received in the amount of \$500 for the program held in October.
- c. Wreath Workshop and Ribbons and Greens Workshop were discussed. Greens will be available from Bear Tree Farm on Sunday November 26th.
- d. Deb reported that Massachusetts General Law does not yet address vaping. The Town also does not have a policy in place to address vaping.

4) Chairperson/Trustees Reports and Discussions:

- a. Correspondence: none.
- b. Building Report was reviewed. The repair to Air Handler #5 must go out for bid due to the change in Procurement Laws. Target date of request for bids is January.
- c. FY19 Budget reviewed and discussed. Deb made a motion to submit the proposed amended operating budget of \$510,350.09. Kelly seconded; all voted in favor.
- d. Action Plan was reviewed and discussed. Kelly made a motion to approve the Action Plan as edited. Deb seconded; all voted in favor.

5) Director's Reports and Discussions:

- a. Following discussion, Deb made a motion to approve \$300 from the Gift Account to fund the YA Gingerbread House program on December 12th. Linda seconded; all voted in favor.
- b. Director discussed current Part Time Wages budget. Director had a meeting with the Town Administrator regarding possible shortfall in this line item due to staffing issues due to illness. Town Administrator indicated that a reserve fund transfer may be utilized.
- c. Director is planning an Open House to meet the YA Librarian, new staff, and new Trustee.
- d. Director spoke with the Town Accountant regarding the CBS (Copier/Fax Company) invoice. Director re-submitted a copy of the Town's Insurance Rider that covers the copiers and fax machine to CBS.
- e. Phase 2 of the Computer Installation has been completed. Purchase and installation of the server will take place after January.

- 6) Kelly made a motion to adjourn the meeting at 8:51 p.m. Deb seconded; all voted in favor.