

Blackstone Public Library
Board of Trustees Minutes
October 2, 2017

Present:

Lisa Cheever, Director
Mary Lou Branchaud, Chair
Patty Guzinski, Secretary

Deb Ristaino
Jean Alexandrowicz
Kelly Gillis

1) Opening:

- a. Meeting was called to order at 6:31 p.m. Linda Hemphill was absent.
- b. Next Trustees meeting is November 13, 2017 at 6:30 p.m.
- c. Jean made a motion to approve the minutes of August 14, 2017 and the minutes of September 11, 2017. Patty seconded; all voted in favor.
- d. Library Closings: November 11, 2017 for Veterans Day.

2) Finances:

- a. Invoices were signed and discussed. Invoice for electrical services completed by David Dionne has been submitted. Once processed FY17 will be closed. FY 18 Budget and Warrant Articles were reviewed.
- b. Director reported that more materials will be ordered pre-processed as they are available. These items will arrive labeled with the call number and item packaging done.
- c. Director reported that the amount of the State's Small Library Mini Grant has been reconfigured. In the past, the Library has received \$2,500 from this grant. This is expected to decrease to \$2,100 based upon the new formula.
- d. FY 19 Budget will be addressed at upcoming Trustees monthly meeting.

3) Director's Reports and Discussions:

- a. YA Librarian applications are due by the middle of the month.
- b. Director will be obtaining sample Long Range Plans and forward to the Trustees. Discussion on Long Range Plan will begin at the December Trustees Meeting.
- c. Meeting Room Policy and Request Form was discussed. Director will remind staff to check that an updated policy is attached to the form.
- d. Director provided an update on Cultural Grants that she and Assistant Director have applied for.
- e. Assistant Director's report was reviewed. Following discussion, Deb made a motion to approve the purchase of pizza for the Annual Children's Halloween Party in the amount not to exceed \$60 from the Gift Account. Kelly seconded; all voted in favor.

- f. Mini-golf Fundraiser/Program was discussed. Director will follow-up with Assistant Director on specific materials used by the program and logistics of holding the program in the Library.
- g. Tressy and Robin will be attending an upcoming conference on STEAM programming. Tressy will be attending upcoming NELA conference.

4) Chairperson/Trustee Reports and Discussions:

- a. Correspondence: none.
- b. Building Matters reviewed and discussed. Unit #2 Compressor will be repaired this week. This repair will be paid from the Building Warrant Article FY18. Repair of Air Handler #5 by Victory may be done during November 2017. The amount of the repair is forecasted to be \$12,594.08 and is be paid from the Building Warrant Article FY17.
- c. Submissions of Grants to Dean Bank, Unibank, and the District Attorney's Office were discussed.
- d. Library Action Plan will be completed at the December meeting. Director will have examples of Action Plans for review and discussion at the November Trustees Meeting.

5) Old Business:

- a. Jean provided update on the Policy Handbook. Trustees will review Attorney Costello's letter regarding use of the Meeting Room for political campaigns.
- b. Library Foundation was discussed with Town Administrator. He has recommended meeting with Attorney Costello and the Town Accountant to discuss in further detail.

6) Good and Welfare:

- a. Ribbons and Greens Workshop was discussed. Chairperson has connected with Michaels Craft Store regarding purchasing ribbon at a discount.

7) Adjournment:

- a. Jean made a motion to adjourn the meeting at 8:05 p.m. Deb seconded; all voted in favor.