

*Patty Guzinski*

Blackstone Public Library  
Board of Trustees Minutes  
September 11, 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 6:36 p.m. All were present.
- b. Next Trustees meeting is October 2, 2017 at 6:30 p.m.
- c. August minutes were not available for approval.
- d. Library Closings: October 9, 2017 for Columbus Day.

2) Finances:

- a. Invoices were signed and discussed. FY 18 Budget and Warrant Articles were reviewed. Director presented Electricity spreadsheet and noted that rates have increased this year.
- b. FY19 Budget was reviewed. Director noted the need for two additional key holders. Lisa will update staff positions and responsibilities as well as budget forecast for additional key holders.

3) Director's Reports and Discussions:

- a. LSTA Grant has been approved.
- b. Status of the Computer Warrant Article was reviewed. Deb made a motion to approve \$20,258.26 from the FY18 Computer Warrant Article Line Item to pay for the completion of Phase 2 of the computer replacement plan. Kelly seconded; all voted in favor.
- c. Director and Assistant Director are in the process of applying for Cultural Council Grants.
- d. Director has initiated "Giving Thanks" letter to be submitted to the Blackstone Enlightener.
- e. Timeline for the Action Plan and Long Range Plan for the Library were discussed. Action Plan is due December 2017 and Long Range Plan October 2018.
- f. Trustees approved the use of the Library on the evening of Friday October 20th for the Friends' Medium fundraising event.

- g. World Band contract was discussed. Kelly made a motion to approve the agreement with World Band for 40 hours of service for \$4,000 to be paid from Software Repair and Maintenance line item. Jean seconded; all voted in favor.
- h. Upcoming events and programs were reviewed. Friends' Book Sale is scheduled for October 28th from 9 a.m. to 1 p.m.
- i. Assistant Director's Report was discussed. Crazy 8 Math Club will be held again for children in grades 3 to 5. Next year's Summer Reading theme will be "Libraries Rock".
- j. The Friends approved \$365 for the children's annual Halloween event and supplies for the Halloween Party.
- k. Next year's Summer Reading Program kick-off event was discussed.

4) Chairperson/Trustee Reports and Discussions:

- a. Correspondence: see attached.
- b. Building Report was reviewed.
  - HVAC Air Handler #5 will be scheduled to be repaired in late fall 2017.
  - Carpet and upholstery cleaning will be delayed until the spring or next fall due to a scheduling conflict with the cleaning company. Director suggested scheduling the cleaning around the Patriots Day holiday.
  - Roger will be repairing the upholstered chairs in the Children's Room.
  - Information from Tucker Library Interiors regarding the increase of shelf space and follow-up with designated staff and Director will be re-addressed in January 2018.
  - Head Custodian has noted that the canopies over the entrance doors are in need of repair. He will be repairing the area in the fall.
  - Issues regarding the dumpster were discussed. Director will follow-up with Town Hall regarding this.
- c. Library foundation was discussed. Input will be sought from Town Counsel, Town Administrator, and Town Accountant.

5) Old Business:

- a. Approved minutes were re-submitted to the Town Clerk for the following Library meetings: 6/6/2016, 8/8/2016, 11/14/2016, 1/9/2017, 3/13/2017, 4/10/2017, 5/1/2017, 6/12/2017, 7/10/2017.
- b. Next round of the Green Grant is scheduled to begin in the spring.
- c. Chairperson has been in contact with Dean Bank regarding pending grant funding of the Salem Witch Trial Program.
- d. Jean reviewed the Policy Handbook. Page numbers will be corrected. Kelly made a motion to accept the Policy Handbook as presented. Linda seconded; all voted in favor.
- e. Director will follow-up on updates to the Meeting Room and service animal policies.

6) Good and Welfare:

- a. Greens Workshop is scheduled for Saturday, December 2nd. Wreath Workshop is scheduled for Tuesday, November 28th. Bear's Christmas Tree Farm has generously offered to provide greens for the workshops.
- b. The Cookie Walk has been scheduled for Saturday, December 9th.

7) Adjournment:

- a. Deb made a motion to adjourn the meeting at 8:07 p.m. Jean seconded; all voted in favor.