

Blackstone Public Library  
Board of Trustees Minutes  
November 4, 2019

Present:

Lisa Cheever, Director

Jean Alexandrowicz

Mary Lou Branchaud, Chair

Maryann Dobeck

Kelly Gillis, Vice-Chair

Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:02 p.m. Deb Ristaino was absent.
- b. Next meeting date is December 9, 2019 at 6:00 p.m.
- c. Library closings: November 11th for Veterans Day and November 28th, 29th, and 30th for the Thanksgiving holiday.
- d. Jean made a motion to take an Agenda item out of order to allow patron Joseph Pedorella to address the Board. Maryann seconded the motion; all voted in favor.
- e. Joseph Pedorella discussed his concern with an incident that occurred involving his daughter at a YA program in August. The Director reported that the Board and Library Staff were aware of the incident and measures are being taken to address the issue. The Director reported that an Allergy Policy and Procedure are currently being drafted for review by Town Counsel.

2) Finances:

- a. FY20 invoices were signed and discussed.
- b. FY19 Amazon invoice has been received and submitted. There are no outstanding invoices for FY19.
- c. Warrant Article for Building Repairs and Budget Review meeting is scheduled with Town Administrator and Town Accountant.

3) Director's Reports and Discussions:

- a. State Aid Report has been submitted and received by the MBLC.

- b. Downton Abbey Program was discussed. Jean made a motion to approve \$395 to be paid from the Gift Account to fund the Downton Abbey Program on January 4, 2020. Patty seconded; all voted in favor.
- c. Director discussed the LSTA Grant application that was submitted and approved for Financial Literacy for All Ages.
- d. Director and Assistant Director will be attending the Blackstone Lions Club Meeting on November 6th.
- e. Electronic Read Along books have been purchased for the Children's Collection and are now circulating.
- f. Director has been in contact with CBS and CWMARS regarding the inability to use the coin box on the new copier.
- g. YA Report was reviewed and discussed. Many upcoming programs and events are planned over the next three months.
- h. Children's Room Report was reviewed. The Halloween events were well-attended; however, patron no-shows continue to be a problem. It was suggested that an extra ten percent attendance be permitted to sign up to account for this problem and maximize the number of participants.
- i. Building Report:
  - Repair was completed to the HVAC system in the amount of \$3,274 paid from the Building Repair Line Item. Defective actuator and nonworking fan motor in Air Handler Unit #5 were replaced by Victory.
  - Work Crew from Norfolk County Corrections assisted with the set-up for Friends' Book Sale.
  - Director provided update on the status of the video cameras in the meeting room.
- j. Following discussion, Kelly made a motion to accept the Policy addressing the Quiet Studies and Historical Room as presented. Jean seconded; all voted in favor.
- k. Behavior Policy was discussed. Director will follow-up and make necessary changes. Town Administrator will be contacted regarding Town Counsel involvement addressing an Allergy Policy. Director has requested input regarding Allergy Policies from various Libraries in Massachusetts but has not received specific policies addressing food allergies.

4) Chairperson and Trustees Reports and Discussions:

- a. Welcome extended to new Trustee Maryann Dobeck.
- b. Correspondence: see attached.
- c. Director provided handout on the progress of the Library's Action Plan completion.
- d. Friends of the Library update given.
- e. Following discussion, Jean made a motion to amend the By-Laws to reflect the change in Trustees meeting time from 7:00 p.m. to 6:00 p.m. Maryann seconded; all voted in favor.

5) Old Business:

- a. Wreath Workshop is scheduled for December 2nd and the Ribbons and Greens Workshop is December 7th. Chairperson will check with Bear's Tree Farm regarding donation of greens.
- b. Trustee Calendar reviewed and discussed.

6) Good and Welfare:

- a. Cookie Walk Fundraiser is scheduled for December 11th from 10:00 a.m to 1:00 p.m. Ellen Goudreau is organizing the event; donations of cookies and baked goods are being solicited.

7) Adjournment:

- a. Kelly made a motion at 8:35 to adjourn the meeting. Maryann seconded; all voted in favor.