

Blackstone Public Library
Board of Trustees Minutes
November 5, 2018

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Kelly Gillis, Vice-Chair

Patty Guzinski, Secretary

Deb Ristaino

Jean Alexandrowicz

Linda Hemphill

1) Opening:

- a. Meeting was called to order at 6:34 p.m. All were present.
- b. Next meeting date: December 10, 2018 at 6:30 p.m.
- c. Jean made a motion to approve the minutes of October 15, 2018. Kelly seconded; all voted in favor.
- d. Library Closings: November 10, 2018 for carpet cleaning, November 12, 2018 for Veterans Day, and November 22, 23, and 24, 2018 for the Thanksgiving holiday.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY18 Budget has been closed out with the exception of the erroneous fees from Xerox.
- c. Following discussion, Deb made a motion to approve \$400 to be paid from the Gift Account for the following programs:
 - Holiday Concert by the Renaissance V Brass Quintet \$350 (L Grant/Gift Account)
 - Library of Things photoshoot \$50 (Unibank Grant/Gift Account)
- d. FY19 Budget and YTD expenditures were reviewed.
- e. Director presented FY20 Proposed Budget. It was noted that the Salary line item has been adjusted to reflect the State mandated minimum wage. The Proposed Library Budget reflects an increase of 2.02% from the FY19 Budget. Following discussion, Jean made a motion to approve the Proposed FY20 Budget as follows:
 - \$293,654 Wages and Salaries
 - \$218,830 Operating Expenses
 - Total Proposed Library Budget \$512,484Linda seconded the motion; all voted in favor.

3) Director's Report:

- a. Dean Bank Grant and Unibank Grant Applications are being composed by the Director.
- b. Library was contacted by the Parks and Rec. Department regarding participating in the Selfie Elf program. The Library will be one of the locations of the program.
- c. Deb made a motion to approve the following programs be funded from the Gift Account:
 - Massachusetts Master Gardeners three part series \$525 (L Grant/Gift Account)
 - Brandy Coffin two part health series on Nutritional Therapy and Essential Oil Use \$300 (Gift Account)Kelly seconded the motion; all voted in favor.
- d. Director reviewed L Grant spreadsheet including upcoming expenditures and proposals from the grant funds.
- e. Library of Things borrowing policy was discussed. Director provided an explanation of late fees pertaining to items. Library of Things Borrowing Policy to be added to Policy Handbook. Launchpad Policy and Agreement was discussed. Director will review the policies and make changes and recommendations.
- f. Computer replacement plan discussed as per Phase III of the Computer Warrant Article.
- g. Director and Assistant Director's proposal for Wine and Cheese Fundraiser was discussed.
- h. Upcoming programs were discussed.

- i. Assistant Director's Report was reviewed. Successful Children's Halloween Party was discussed.
- j. YA Report was reviewed. It was noted that the ongoing Film Making Club has been very successful. The Club will be assisting in advertising items available to borrow in the Library of Things. Kelly made a motion to approve \$165 to be paid from the Gift Account for the Belly Dancing Program. Jean seconded the motion; all voted in favor.

4) Chairperson and Trustees Reports and Discussions:

- a. Correspondence: see attached.
- b. December and January holiday closings were discussed. Director will contact Town Hall regarding holiday closings.
- c. Meeting for Town Departments and Town Boards on the Open Meeting Law is scheduled to take place at the Library on January 7, 2019 at 6:00 p.m.
- d. Cookie Walk Fundraiser will be held on Saturday December 8th. Ellen Goudreau is seeking cookie donations and/or quart and gallon ziploc bags.
- e. Revolving Account Warrant Article was discussed. The deadline for submitting the article to the Town Administrator is approaching.
- f. Ribbons and Greens Workshop and Wreath Workshop was discussed. Donated greens will be picked up from Bear's Tree Farm on Sunday morning, November 25th. Additional greens will be provided by Mary Lou and Kelly.
- g. Friends Update was given. Work crew from the Sheriff's Office assisted with moving the books for the Friends' Book Sale.
- h. Building Matters were discussed. Unauthorized changes to the proposed outside lighting were noted. Installation of energy efficient lighting was to be paid from the Town's Green Grant. The importance of outside lighting in keeping with the appearance of the Library was discussed. Director will follow up with Grant Administrator.

5) Old Business:

- a. Policy Handbook changes were held until the December meeting.
- b. Linda reviewed the Trustees Calendar.

6) Adjournment:

- a. Kelly made a motion to adjourn the meeting at 8:37 p.m. Deb seconded; all voted in favor.