

Blackstone Public Library
Board of Trustees Minutes
October 15, 2018

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Kelly Gillis, Vice-Chair

Patty Guzinski, Secretary

Jean Alexandrowicz

Linda Hemphill

1) Opening:

- a. Meeting was called to order at 6:35 p.m. Deb Ristaino was absent.
- b. Next meeting date: November 5, 2018.
- c. Kelly made a motion to approve the minutes of September 17, 2018. Jean 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. FY 18 Budget has been closed with the exception of the Xerox late fee which the Trustees agreed to reject.
- c. Director reviewed the status of FY 19 budget. Books and materials line item spending is on target as is spending of Part time staff line item.
- d. Status of LSTA Grant and status of Phase 3 of the Copier/Computer Warrant Article will be discussed at the next meeting
- e. FY 20 Budget proposal was reviewed and discussed. Salaries of Part time staff will be impacted by the State Minimum Wage increasing to \$12 an hour. Director provided clarification from Town Accountant regarding the Revolving Account Warrant Article. Currently the balance in the account is \$3,637.65, of which the Library is authorized to expend up to \$3,000 in FY19. FY 20 Repair and Maintenance line item was adjusted to utilize \$750 from Revolving Account for this line item. Heating line item was increased based upon last year's spending; however, projections for this line item are limited as the Library does not have this year's heating invoices. Further review of FY 20 Budget Proposal will take place at the November meeting.

3) Director's Report:

- a. Director reported that the Library was unable to participate in the Blackstone Fall Festival due to the weather.
- b. The Library State Aid formula and regulations have changed. One of the changes is that applications for waivers will only be accepted for up to five years.
- c. Director provided update on Grant applications that will be submitted to the Cultural Council. In addition to these applications, the Director has provided two letters of support from presenters who wish to hold their programs at the Library. Trustees noted that it will be beneficial in the future to have information on the total amount of money that the Library submits Cultural Grant Applications for.
- d. Following discussion, Kelly made a motion to approve \$400 from the Gift Account to fund the Mount Washington Observatory program. Linda seconded; all voted in favor.
- e. Kelly made a motion to approve \$60 from the Gift Account to fund pizza for the Children's Halloween Party. Linda seconded; all voted in favor.
- f. Jean made a motion to approve \$78.96 from the Gift Account for supplies for the Children's Halloween Party. Kelly seconded; all voted in favor.

- g. Director reported that grant submissions to Dean Bank and Unibank will be completed at the end of the month.
- h. The YA Filmmaking Club will be creating videos to be uploaded to Youtube showcasing the objects available on loan in the Library of Things. The Library of Things has been very successful. Patrons are able to borrow one item at a time from the Library of Things.
- i. Children's Room Report was reviewed and discussed. Assistant Director has applied for Cultural Council grants totalling \$2,750.

4) Chairperson and Trustees Reports and Discussions:

- a. Correspondence: see attached.
- b. Director will report on Lost/Stolen Items in January.
- c. Long Range Plan was discussed. Following input from the Director, updates on the status of the Long Range Plan will be reported every six months beginning in April.
- d. Bakers are needed for the Annual Cookie Walk on December 8, 2018. Ellen Goudreau is the point person.
- e. Friends update was reviewed including recent fundraisers held. Friends Book Sale is scheduled for November 3, 2018.
- f. Building Matters Report was reviewed.

5) Old Business:

- a. Jean provided update on the Policy Handbook. Vote will be taken at the November meeting to approve the handbook.
- b. Status of Green Grant was discussed. Library is awaiting completion of first grant so that second grant can begin. The Library's interior lighting needs are scheduled to be addressed by the second grant.
- c. Linda reviewed the Trustees Calendar. Library letter of thanks and the food drive has been moved to be addressed in April to coincide with National Library Week.
- d. It was noted that the repair to Air Handler #5 has made a significant difference to the Library.

6) Adjournment:

- a. Jean made a motion to adjourn the meeting at 8:25 p.m. Patty seconded the motion; all voted in favor.