

Blackstone Public Library
Board of Trustees Minutes
October 7, 2019

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Kelly Gillis, Vice-Chair

Deb Ristaino

Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:06 p.m. Linda Hemphill and Jean Alexandrowicz were absent.
- b. Next meeting date is November 4, 2019 at 6:00 p.m.
- c. Deb made a motion to approve the minutes of September 9, 2019. Kelly seconded; all voted in favor.
- d. Library Closings: October 14th for Columbus Day and November 11th for Veterans' Day.

2) Finances:

- a. FY20 Invoices were signed and discussed.
- b. FY19 Budget close-out was discussed. Director is awaiting a final invoice from Amazon in the amount of \$22.49.
- c. Account balances spreadsheet was reviewed.
- d. Warrant Articles on Copier and Building Repairs were discussed. Follow-up with the Town Administrator is needed to be apprised of the process of using funds for building repairs from the warrant article funds.

3) Director's Reports and Discussions:

- a. ARIS State Aid Report was submitted and has been received by the State.
- b. Director discussed the Small Libraries Conference that she and the Assistant Director presented at and attended.
- c. Cultural Council Grant Applications are being completed. Discussion took place regarding applications that are submitted by the presenters without

letters of recommendation from the Library Director. The Library is not required to pick up any shortfall regarding these grants.

- d. Behavior Policy is being formulated by the Director. Trustees will forward any questions or concerns to Lisa.
- e. The Director will further research Library Policies to clarify use of the Quiet Study Rooms and Historical Room and review other Libraries' policies regarding food allergies.
- f. Lisa presented a proposal for a Downton Abbey Tea Fundraiser. Discussion with the Friends of the Library was suggested.
- g. Room Keeper online room reservation system has been purchased for the Library. Director reported that this system will enable efficient and accurate sign-ups for the Meeting Room and Quiet Studies.
- h. Director will provide recommendations for the Policies addressing the Quiet Study and Historical Room, Behavior, and Food Allergens.
- i. Following discussion, Kelly made a motion to approve \$200 for Display Case materials to be paid from Gift Account. Deb seconded the motion; all voted in favor.
- j. Children's Room Report was reviewed. Upcoming programs were discussed.
- k. YA Report was reviewed. Upcoming Halloween crafts and programs were discussed.
- l. FY21 Preliminary Budget was discussed. Kelly made a motion to submit the Proposed FY21 Budget in the amount of \$544,543.00. Patty seconded; all voted in favor.
- m. Building Report was discussed. Work has been completed in the Staff Kitchen with the painting of the walls and the installation of the new side counter and shelves using existing materials from computer carrels no longer in use. Paving of the Parking Lot has been placed on hold until Spring. Permanent signage above the outside Book Drop is needed to allow for the depositing of library materials only, no donations.

4) Chairperson and Trustees' Reports and Discussions:

- a. Correspondence: Letter of resignation from Trustee Linda Hemphill was received. Letter of intent from Mary Ann Dobeck was received.
- b. Previous and upcoming Adult programs were discussed.
- c. By-Law review will take place at the next meeting.

5) Old Business:

- a. Policy Manual Review was tabled until the next meeting due to the absence of Jean Alexandrowicz.
- b. Wreath Workshop will take place on December 2nd and the Ribbons and Greens Workshop is scheduled for December 7th. Details of the workshops were discussed.
- c. Deb reviewed the Trustees Calendar.

6) Adjournment:

- a. Deb made a motion to adjourn the meeting at 8:32 p.m. Kelly seconded; all voted in favor.