

Blackstone Public Library
Board of Trustees Minutes
September 9, 2019

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Deb Ristaino

Jean Alexandrowicz

Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:36 p.m. Linda Hemphill and Kelly Gillis were absent.
- b. Next meeting date: October 7, 2019 at 6:30 p.m.
- c. Deb made a motion to approve the minutes of August 12, 2019. Jean seconded; all voted in favor.
- d. Library Closings: October 14, 2019 for Columbus Day. Holiday closings for December and January were discussed. Library will be closed on December 24 and 25, 31, 2019 and January 1, 2020.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY19 Encumbrance for Amazon order was reviewed. Director will continue to follow-up with Amazon billing.
- c. FY20 Budget reviewed and discussed. Deb made a motion and Jean seconded to approve the Victory Contract for \$1,850 semi-annually for HVAC maintenance with an hourly rate for repairs fixed at \$99 an hour. All voted in favor. Contract to be forwarded to Town Administrator for approval.
- d. Deb made a motion to approve the Gurney Contract for Glycol maintenance in the amount of \$528 annually. Jean seconded; all voted in favor.
- e. Director provided an explanation of the FY21 Proposed Budget. Upcoming changes to the State Minimum Wage were discussed. Adult Services Librarian position will focus on Adult Programming.

3) Director's Reports and Discussions:

- a. Lisa provided a proposed Museum Pass Circulation Policy. Jean made a motion to adopt the Policy with suggested revisions. Patty seconded the motion; all voted in favor.

- b. Volunteer Night is scheduled for Wednesday, September 11th at 6:30 p.m.
- c. Friends update was given. Yard Sale Fundraiser is scheduled for Saturday, September 14th. Book Sale is scheduled for Saturday, November 3rd. Due to Library schedule, set-up for the sale may be on Wednesday, October 30th. Volunteers will be needed for the set-up and sale.
- d. Director discussed the final numbers of patrons who enrolled and completed the Summer Reading Program. The Adult, YA, and Children's Summer Reading Programs were all extremely successful and well attended.
- e. Upcoming deadline for Cultural Council Grants was discussed. Director reviewed the procedure for presenters who wished to self-apply for grants.
- f. Director and Assistant Director attended and presented at the Association for Rural and Small Libraries (ARSL) Annual Conference held September 4-6th. Their presentation on "Embracing Diversity Through Words" was very well received.
- g. Quote was received from Four Aces in the amount of \$3,957 for the asphalt sealcoating of the Parking Lot. Follow-up is needed with DPW Superintendent, Jimmy Sullivan concerning line painting machine is needed.

4) Chairperson/Trustees Reports and Discussions:

- a. Correspondence: see attached.
- b. CORI Checks for Volunteers, Trustees, and Friends are due every two years in August. The forms need to be completed and given to the Assistant Director at that time. Deb will add to the Trustees Calendar for July 2021.
- c. Upcoming MBLC Trustee Workshops were discussed.

5) Old Business:

- a. Policy Manual will be discussed at the October Trustees Meeting.
- b. Trustee Calendar was reviewed. Deb will make adjustments to the calendar.

6) Good and Welfare:

- a. Prior workshop on Essential Oils was discussed and feedback was given to the Director. Possible upcoming program on Container Gardening was discussed.

7) Adjournment:

- a. Deb made a motion to adjourn the meeting at 8:36 p.m. Patty seconded; all voted in favor.