

Patty Guzinski

Blackstone Public Library
Board of Trustees Minutes
September 17, 2018

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Kelly Gillis, Vice-Chair

Patty Guzinski, Secretary

Jean Alexandrowicz

Deb Ristaino

Linda Hemphill

1) Opening:

- a. Meeting was called to order at 6:36 p.m. All were present.
- b. Next meeting date: October 15, 2018. November meeting is scheduled for November 5, 2018.
- c. Jean made a motion to approve the minutes with corrections of July 9, 2018 and August 13, 2018.

Deb seconded; all voted in favor.

- d. Library Closings: October 8, 2018 for Columbus Day.

2) Finances:

- a. Invoices were signed and discussed.
- b. Following discussion, Deb made a motion to approve the following:
\$71.62 for Cookie Walk supplies
\$21.99 for Bubble Machine
\$270.26 for Staff t-shirts
For a total of \$363.87 to be paid from Gift Account. Linda seconded the motion; all voted in favor.
- c. FY18 encumbrances were discussed. Trustees request that the Director schedule a meeting with the Town Administrator and the Town Accountant regarding the Xerox late fee of \$97.86.
- d. FY19 Budget was reviewed and discussed including the recent Electric and Gas bills.
- e. Director provided an updated quote of \$2,480 from Tomlin Carpets for the Library carpet and upholstery cleaning scheduled for November. Director will coordinate access to the Library with Custodian.
- f. Director provided update on hours used from the World Band Contract. Lisa will continue to provide quarterly summary of the hours used so that the Board can anticipate usage.

3) Director's Reports and Discussions:

- a. Director presented Long Range Plan which was based upon feedback from survey results, patrons, staff meetings, and Department Head meetings. Long Range Plan was reviewed and edited. Trustees noted that Director did an excellent job of creating the Long Range Plan. Patty made a motion to accept the Long Range Plan as edited. Kelly seconded; all voted in favor.
- b. Director reported that as of June, all meeting minutes are up to date and have been filed at Town Hall. Director has created a form to be completed by the Town Clerk's office to verify that minutes have been received by the Town Clerk.
- c. Director will have LIG/MEG waivers signed by appropriate part-time staff.

- d. Assistant Director has requested funding for upcoming programs. Approval of funding is tabled until dollar amount of request is known.
- e. Friends Community Yard Sale held on September 15, 2018 was very successful.
- f. Cultural Grant applications are being completed by Director, Assistant Director, and YA Director.
- g. Director provided clarification on upcoming conference that four staff members will be attending.

4) Chairperson/Trustee Reports and Discussions:

- a. Correspondence: see attached.
- b. Friends upcoming Book Sale was discussed. Work crew from Sheriff's Office will be scheduled to assist with moving materials.
- c. Building Matters were discussed. Green Grant for which indoor lighting at the Library will be addressed cannot be applied for by the Town until current grant is expended on outside lighting for the Library. Grant funding for the Library has been approved for outdoor lighting.
- d. The concrete wall behind the Library was completed by the DPW; clean-up was completed by the Custodian.
- e. Ribbons and Greens Workshop and Wreath Workshop were discussed. Kathy Tata will be contacted regarding possible donation of greens from Bears Tree Farm. Dan Doyle Law Office will be sponsoring the Ribbons and Greens event.

5) Old Business:

- a. The policy addressing use of the Library for political campaigning has been reviewed by Town Counsel. Handbook has been amended and corrected accordingly.
- b. Trustees Calendar was reviewed and updated by Linda.
- c. FY20 Budget is due by October 31, 2018.
- d. Letter of Thanks was discussed as well as the food drive. Both will be done in April coordinating with National Library Week.

6) Adjournment:

- a. Kelly made a motion to adjourn the meeting at 8:15 p.m. Deb seconded; all voted in favor.