

*Patty Guzinski*

Blackstone Public Library  
Board of Trustees Minutes  
August 13, 2018

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Deb Ristaino

Jean Alexandrowicz

Patty Guzinski, Secretary

1) Opening:

- a. Meeting was called to order at 6:39 p.m. Linda Hemphill and Kelly Gillis were absent.
- b. Next meeting dates: September 17, 2018 and October 15, 2018. Dates were adjusted due to holidays. Director will forward dates to the Town Clerk.
- c. Minutes from the July Trustees Meeting will be presented at the September Trustees meeting for approval.
- d. Library Closings: September 3, 2018 for Labor Day.

2) Finances:

- a. Invoices were signed and discussed.
- b. World Band Invoice for the installation of the new server was reviewed. Director noted that the installation went smoothly. Phase 2 of the Copier/Computer Warrant Article is now complete. Director forecasts the need for an updated wireless router and new copier.
- c. FY18 Budget has not been closed out due to Library awaiting invoices from Xerox and CBS.
- d. FY19 Budget was reviewed and discussed. July and August Electricity were reviewed. Chairperson noted that the Library outdoor sprinkler system has been on hold due to the rain.
- e. The LSTA Grant requires it to be closed out by September 1st.
- f. Director met with the Town Accountant and discussed the Revolving Account Warrant Article. Town Accountant noted that funds can be utilized at the start of each Fiscal Year. The particulars of this account and its use are still unclear in its entirety. The Board has asked the Director to seek additional information.
- g. Following discussion, Jean made a motion to approve the renewal of the following vendor contracts for FY19:
  - Gurney in the amount of \$511
  - Victory Heating in the amount of \$3,700
  - World Band in the amount of \$4,000 for 40 contract hoursDeb seconded the motion; all voted in favor.
- h. Director noted that the upcoming charge for Envisionware will be decreased.

3) Director's Report:

- a. Surveys for input into the Long Range Plan were discussed. Director has provided the link to the Trustees to view the surveys. Director and Staff are to be commended for the 211 surveys that were completed by patrons. Lisa will analyze the results to utilize for the Long Range Plan that is

due October 1st. Director will create a draft of the Long Range Plan and schedule a separate meeting with Trustees to discuss and finalize.

- b. Proposed reconfiguration of the YA area was discussed. Computer corrals will be moved and replaced with a table from the Adult area.
  - c. Director provided clarification on Staff Evaluation dates. Evaluations for Part Time Staff will be completed annually by the Director in January and evaluations for Full Time Staff will be completed in Staff's anniversary month.
  - d. Director noted that the MBLC requires that in communities over 10,000 population Library Directors hold a Master's Degree. Exceptions to this rule were noted.
  - e. The YA Director has been approved for a grant from the Sheriff's Office to fund the YA Origami Program. Following a discussion, Jean made a motion to approve \$30 to cover the shortfall of the Origami Program to be paid from Gift Account. Deb seconded; all voted in favor.
  - f. Lisa noted that the YA 3D Printing Program was extremely successful and well attended.
  - g. Assistant Director's Report was reviewed and discussed. Tressy had noted that the two Summer Reading Finales that were held were very well received.
- 4) Chairperson and Trustees Reports and Discussions:
- a. Correspondence: see attached.
  - b. The MBLC program "Friends Sharing with Friends" is scheduled for October 20th in Shrewsbury. Details are provided in the MBLC email.
  - c. Friends Update: no meetings are scheduled during the summer. The Friends are still looking for a vendor to take the unsold books at the end of the Fall Book Sale.
  - d. Building Matters:
    - The motor starter in Pump #1 of the Boiler is defective. Deb made a motion to approve \$1,581 be paid from Building Repair and Maintenance line item to Victory for the replacement of this starter. Jean seconded; all voted in favor.
    - Victory noted that the 50 gallon hot water tank may need to be replaced in the near future due to the age of the tank.
    - The two canopies over the front entrance are in need of repair. Deb made a motion to approve \$3,200 to be paid from Building Repair and Maintenance to <sup>L'Esperance</sup> Home Improvements to repair and replace canopies in the event that there is no funding from the Town for emergency repairs. Jean seconded; all voted in favor. Director will follow up with the Town Administrator.
    - The wall bordering the back of the Library is in need of repair. The DPW will be contacted to schedule the repair.
    - Following discussion, Deb made a motion to approve \$2,289 from Gift Account to Ver-Tex to purchase and install window blinds in the Director's Office, Assistant Director's Office, and Library Office Room. Jean seconded; all voted in favor. Installation of blinds in the Children's Room will be considered in the future.
    - Main Electrical Panel malfunction was discussed. Roger and Russell have been involved in troubleshooting the malfunction.
- 5) Old Business:
- a. Town Counsel has been unable to review Policy Handbook.

b. Trustees Calendar will be reviewed at the next Trustees meeting.

6) Adjournment:

a. Deb made a motion to adjourn the meeting at 8:24 p.m. Jean seconded; all voted in favor.