

Patty Guzinski

Blackstone Public Library
Board of Trustees Minutes
July 9, 2018

Present:

Lisa Cheever, Director

Mary Lou Branchaud, Chair

Linda Hemphill, Vice-Chair

Patty Guzinski, Secretary

Jean Alexandrowicz

Deb Ristaino

Kelly Gillis

1) Opening:

- a. Meeting was called to order at 6:36 p.m. All were present.
- b. Next meeting date: August 13, 2018.
- c. Deb made a motion to approve the minutes of June 11, 2018. Jean seconded; all voted in favor.
- d. Library Closings: none.

2) Finances:

- a. Invoices were signed and discussed.
- b. FY18 Budget was reviewed. Director reported that the amount collected in the Revolving Account was decreased from previous fiscal year. There were two FY18 vouchers that were encumbered. Deb made a motion to authorize payment from LIG/MEG not to exceed \$300 to cover any and all FY18 shortfalls including but not limited to books and materials, CBS copier overages, Water/Sewer invoices, and office supplies. Jean seconded; all voted in favor.
- c. FY19 Budget was reviewed and discussed. Director presented a proposal for FY19 monthly purchasing of books, newspapers, periodicals, music, and media. Director reported that e-content is usually purchased once a year in the amount of approximately \$15,500.

3) Director's Reports and Discussions:

- a. YA Music CD Collection has been moved and incorporated into the Adult collection to better utilize the YA space.
- b. Circulation of items in the Library of Things was discussed. Head of Circulation has been cataloging and placing barcodes on items.
- c. Long Range Plan Survey was discussed. Director provided the Trustees a link to the survey. Trustees to review the survey and provide Director with any feedback. Survey will be made available at the Library and links provided on the website and Facebook.
- d. ARIS report is due in August.
- e. Library's website will be reconfigured in order to make it more user friendly and easier to navigate. Piper Mountain Web will complete the reconfiguration and assure SSL (Secured Socket Layer) Protocol compliance.
- f. Raffle of Lunch with Tressy is being planned for the Children's Room in the Fall. Friends of the Blackstone Library possess a raffle license.

g. Following discussion, Jean made a motion that effective immediately, Out-of-State Library cards will be \$75, in order to offset the cost of circulation compensation by non-residents. Kelly seconded; all voted in favor.

h. Update on Friends: none as the Friends do not meet in the summer months.

i. Book donations were discussed. Director will put reminder in the local paper for drop off instructions.

j. YA Director's Report was reviewed and discussed. There were 44 patrons signed up for the YA Summer Reading Program. The drumming and string art programs were extremely well attended.

k. Assistant Director's Report was discussed. There were 197 children signed up for the Children's Summer Reading Program. Tressy had several school visits in June to promote the Library and Summer Reading Program. Kelly made a motion to approve \$100 from the Gift Account to fund ice cream and prizes for the Summer Reading Program Finale. Deb seconded; all voted in favor.

l. Director reported that the Staff and Trustee Contact List has been updated.

4) Chairperson/Trustee Reports and Discussions:

a. Election of Officers was discussed. Deb made a motion to elect the following:

-Chairperson: Mary Lou Branchaud

-Vice-Chairperson: Linda Hemphill

-Secretary: Patty Guzinski

Jean seconded the motion; all voted in favor.

b. Correspondence: none.

c. Addendum to the Director's Contract was signed by ~~all Trustees.~~ ^{by} Chairperson

d. Following discussion, Kelly made a motion to approve LIG/MEG expenditures in the amount of \$10,502 for Part-Time Staff Salaries and \$2,000 for Staff Education and Training. Jean seconded the motion; all voted in favor.

e. Building Matters were reviewed and discussed.

f. A food drive to benefit the Food Pantry in Blackstone is planned for April to coincide with National Library Month.

g. Grant monies from alternate sources continue to be sought by the Library. Trustees are encouraged to bring any possible sources to the attention of the Board. Deb will forward the "Walmart Giving" link to the Director. It was noted that the Director is in discussion with the Attorney General's Office to present a program on fraud prevention.

5) Old Business:

a. Director is awaiting an update from Town Hall on the status of the Green Grant.

b. CBS continues to erroneously bill insurance charges to the Library despite numerous attempts by Director to remove false charges.

c. Status of Millville Library Certification was discussed.

6) Adjournment:

a. Jean made a motion to adjourn the meeting at 8:44 p.m. Linda seconded; all voted in favor.