

Blackstone Public Library

Board of Trustees

December 12, 2016

Present:

Lisa Cheever

Mary Lou Branchaud

Jean Alexander

Kathy Tata

Deb Ristaino

Absent:

Linda Hemphill

Patty Guzinski

Opening:

- Meeting called to order at 6:41pm
- Next meeting is January 9, 2017 at 6:30pm
- Jean made a motion to approve the minutes of November 14, 2016, seconded by Kathy; all voted in favor
- Library closings: December 24, 26, 31, 2016 as well as January 2, 2017 for Christmas and New Years' Day

Finances:

- Invoices were signed
- FY16 budget was reviewed. Director will contact Leeway to inquire about outstanding invoice, as there is no record of the expense.
- FY17 budget and warrants were reviewed
 - Director will make an adjustment to account balances sheet to reflect expenses and obligations to contracts
 - Books & Periodicals line is trending toward established YTD goal; weeding continues; Director reports that the "Blackstone Valley Library Group" was formed to create a floating large print collection (Blackstone owns a significant collection of large print). There will be a one year trial to see how materials circulate.
 - On December 8, 2016 the Board of Library Trustees received notification from MBLC that the first installment of LIG/MEG grant will be \$6500.02. Director will follow through with appropriate town departments to ensure it is deposited.
- FY18 budget was reviewed
 - Town Accountant made corrections to Head of Circulation (union position), increase reduced from 3% to 3% per union negotiation
 - Warrant articles were reviewed and approved to be submitted to Mr. Keyes
 - Discussion took place regarding new three year regulation for financial warrant articles
 - Trustees will review warrant articles at January meeting to determine necessary dollar amounts
 - There is a budget review meeting with Board of Selectmen on January 7, 2017 at 11:40am

Director's Report:

- Lisa is preparing FY17 Annual Report, which is due on January 20, 2017
- All boards are now required to post minutes on their department's website. Lisa will contact Piperwebs to allocate placement of webpage buttons

- Discussion took place regarding problems with quality of some book donations. There have been instances of mold, rodent and bug infestation which puts staff and building at risk. Lisa will write an article outlining acceptable items and condition along with drop off dates and times.
- 9 cultural council grants were submitted; of those one was rejected, one fully funded and 7 partially funded
 - Suggestion was made for Tressy to fund Mike the Bubble Man (\$450) with Lowe's grant
 - Jean made a motion to fund the \$720 shortfall from gift account; Kathy seconded; all voted in favor
- The "Cookie Walk" raised \$891.30
- LSTA (Library Services Technology Advisory grant) letters of intent were submitted by the Director on December 9, 2016 for "Community Read – Embracing Different Cultures Through the Written Word"; next step would be notification if approved for consideration to apply

Chairperson/Trustee Reports:

- Director and Chairperson met with ENE Systems to request HVAC proposal; cost was \$5600 vs current \$3700 (+\$1900) with a net 30 turnaround and hourly rate of \$142 vs \$91.15
- Chairperson continues to talk with Rustic and Red Hawk regarding sprinkler alarm inspection; Kathy will give Mary Lou name of another company from Woburn, MA.
- Director will get an additional quote to compare with Terminix contract.
- Motion was made by Jean and seconded by Deb to pay for lunches for indoor volunteer crew. No predetermined amount, however will cover meals from January to April and come from gift account.
- Mary Lou, Jean and Lisa will set a date to review policies. Goal it to have all completed by March.

Adjournment:

- Meeting adjourned at 8:15pm.