Blackstone Public Library
Board of Trustees Minutes
January 13, 2020

Present:
Lisa Cheever, Director
Mary Lou Branchaud, Chair
Kelly Gillis, Vice-Chair
Jean Alexandrowicz
Deb Ristaino
Maryann Dobeck
Patty Guzinski, Secretary

1) Opening:
   a. Meeting was called to order at 6:01 p.m. All were present.
   b. Next meeting date is February 10, 2020 at 6:00 p.m.
   c. Kelly made a motion to approve the November 4, 2019 minutes and the December 9, 2019 minutes. Jean seconded; all voted in favor.
   d. Library Closings: January 20, 2020 for Martin Luther King Day.

2) Finances:
   a. FY20 Invoices were signed and discussed.
   b. Warrant Article regarding Revolving Library Account was submitted to Town Hall.
   c. FY2021 Proposed Budget was presented at the Board of Selectmen workshop on January 11, 2020. Board was extremely supportive and had received positive feedback from Library patrons. Awaiting schedule for Finance Committee Budget meeting.

3) Director’s Reports and Discussions:
   a. The State House’s Legislative Day is scheduled for Thursday, April 2, 2020.
   b. Loaned material item of laptop was recovered by Blackstone Police from Library patron. Patron had received numerous overdue notices and was billed for the item. Patron is now prohibited from borrowing items at the Library. Director will follow-up with CWMars for more information on late
account notices to be able to establish guidelines for action to be taken by the Library.

c. Director reviewed past programs and attendance.

d. Maryann made a motion to approve $225 for upcoming YA Program, $30 for Children’s Drop-in Craft, and $35 for Children’s Winter Craft to be paid from the Friends donation to the Gift Account. Kelly seconded; all voted in favor.

e. Director reported turnover deposits in the amount of $2,446.01 from the Cookie Walk proceeds. Feedback from Staff who orchestrated Cookie Walk will be sought regarding upcoming programs and use of proceeds.

f. Lisa thanked Janet Tycks for her generous donation of $1,000 in memory of Frances Tycks. The Trustees signed a thank you card from the Board that will be mailed to Ms. Tycks.

g. Director proposed a series of monthly Adult Craft Classes to be run by Olivia and Donna. Classes will be suspended for the summer. In the event that classes are not full, YA may be invited to participate. Deb approved up to $600 to be paid from the Gift Account for supplies for the 8 classes. Jean seconded; all voted in favor.

h. Notice of approved Cultural Council Grants was received. Grant proposals for 13 Library Programs were approved. Jean made a motion to approve $448.00 to be paid from Gift Account to cover shortfalls from Cultural Council Grants. Patty seconded; all voted in favor.

i. Amnesty month for overdue and/or billed items was discussed. Director will follow-up with Head of Circulation.

j. Next Friends of the Library is scheduled for January 21, 2020 at 6:45 p.m. An article was placed in the local newspaper to encourage volunteers to attend the meeting. The Friends are looking to increase their membership to assist in fundraising and upcoming book sales.

k. Director noted the following upcoming events and programs:
   -Goodstuff Restaurant Library Pop-up Program on Thursday, February 13th from 4:00 to 9:00 p.m. Goodstuff will donate a percentage of food sales at the restaurant that evening to the Library.
   -Saturday, February 5th Blackstone Valley Veggies Seed Swap.
-March 5th Adult Ventriloquist
-March 12th Get to Know Your Civil War Ancestors
-March 16th Adult Craft Night
-March 19th Body Intelligence with Dr. Cardillo

l. Building Report:
- Fire Alarm Panel still being investigated by Red Hawk. An engineer will accompany Red Hawk on January 17th to review existing equipment.
- HVAC repair is on hold; Victory is scheduled to come to the Library on February 15th to complete the replacement of an actuator in the Children’s Room.
- Window leak was noted; R&R Windows will be contacted regarding questions on window seals, etc.

m. YA Report was reviewed and discussed. Upcoming programs were noted.
 YA Director and Amanda will be incorporating YA programs/materials into the LSTA Grant. Unibank has been contacted regarding presenting two programs. Upcoming YA programs were discussed.

n. Children’s Room Report was discussed. Director reviewed past programs and attendance at these programs. Downton Abbey Tea and Program was held January 4, 2020 and was very well received.

o. Annual Report of the Library was reviewed and edited.

p. Director will revise the Library Incident/Complaint Form to create two forms, one for use by Staff and one for non-staff.

4) Chairperson and Trustees Reports and Discussions:
   a. Correspondence: see attached.
   b. Central Massachusetts Library Legislative Breakfast is scheduled for February 28th from 8:00 a.m. to 9:00 a.m. in Dudley.
   c. National Library Week will take place in April. Upcoming planning meeting will be scheduled for any Staff and/or Trustees who would like to assist. Deb will contact Dianne regarding advertising the Food Drive to take place during that week.
d. Chair noted that other sources of funding not addressed by the budget would be beneficial. Chair encouraged Trustees to develop strategies to seek donations by local companies and/or gifts in kind.

5) Old Business:
   a. Jean reviewed the status of the Policy Manual. Feedback from the Assistant Director will be incorporated into the Behavior Policy pertaining to the need for shoes to be worn in the Library. Jean and Lisa will bring the policy to Tressy prior to finalizing.
   b. Food and Beverage Policy and Allergen Policy reviewed and read aloud. See attached Policies. Permanent sign to be ordered and posted at all Library programs in which food and/or beverages are involved. Program Registration Form and Food and Allergen Response Procedure were discussed. Director noted that the Policies were created with feedback from Town Counsel, Town Administrator, Staff, other Libraries, and Trustees. Deb made a motion to accept the Food and Beverage Policy, Allergen Policy, Food and Allergen Response Procedure, and Program Registration Form with the edits agreed upon. Jean seconded; all voted in favor.
   c. Deb reviewed and updated Trustees Calendar.
   d. Director noted that the Blackstone Valley Library Consortium is seeking input from Trustees. Upcoming fundraiser is being planned to raise money for future legislative breakfasts.

6) Good and Welfare:
   a. Assistant Director is planning on the Library’s participation in the Annual Bruins Pajama Drive. Additional information will be provided at the next Trustees meeting.
   b. The Boy Scouts are collecting new and gently used footwear. A donation box has been placed in the Library for the collection.

7) Adjournment:
   a. Deb made a motion to adjourn the meeting at 7:20 p.m. Patty seconded; all voted in favor.