Blackstone Public Library
Board of Trustees Minutes
December 11, 2017

Present:
Lisa Cheever, Director
Mary Lou Branchaud, Chair
Linda Hemphill, Vice-Chair
Deb Ristaino
Jean Alexandrowicz
Patty Guzinski, Secretary

1) Opening:
   a. Meeting was called to order at 6:36 p.m. Kelly Gillis was absent.
   b. Next Trustees meeting is January 8, 2018.
   c. Approval of the minutes of November 13, 2017 was held.

2) Finances:
   a. Invoices were signed and discussed.
   b. FY18 budget was reviewed. Director provided updates on line items.
   c. Director, Chairperson, and Deb Ristaino provided information on their meeting with the Town Accountant and Town Administrator regarding the FY19 budget recommendations. Following discussion on past years' utility expenditures, Linda made a motion to make the following adjustments to the Proposed FY19 Budget:
      - Gas/Heating line item: $15,000
      - Books/Periodicals: $100,000
      - Expense Total: $216,380
      - Department Total: $502,350.10
      Jean seconded the motion; all voted in favor. Director will re-submit FY19 Budget with the approved changes.
   d. Meeting with the Board of Selectmen to review and discuss FY19 Proposed Library Budget is scheduled for Saturday, January 6, 2018.

3) Director's Report:
   a. Library Action Plan has been approved by the MBLC. Director will be creating a survey with input from staff and Trustees.
   b. Wreath Workshop held on November 27th and Ribbons and Greens workshop held on December 2, 2017. Both workshops were well attended.
   c. Director provided update on Phase 2 of the Computer Warrant Article.
   d. Following discussion, Jean made a motion to pay $100 from the Gift Account to fund the program by Fat Boys and Little Men. Deb seconded; all voted in favor.
e. Director will be compiling statistics for the Annual Report which is due to the Town Hall by January 19, 2018.

f. Grant applications have been completed and sent to Dean Bank and Unibank.

g. Director has begun Staff Evaluations.

h. The Cookie Walk Fundraiser was very successful, raising a total of $1,315 plus credit card sales.

i. Friends Update from the November meeting was provided by the Director.

j. Update on Adult and Young Adult programs was given. Requests have been submitted to the Friends for programs during school vacations, the Annual Poetry Contest, and National Library Week programs.

k. YA Director met with the FW Hartnett Middle School Principal to discuss upcoming programs.

l. Assistant Director’s Report was reviewed.

4) Chairperson/Trustees Reports and Discussions:
   a. Correspondence: see attached.

   b. Director has followed up with the Town Accountant regarding the checks issued to the Master Gardeners/URI. Director and Town Accountant have successfully resolved the issue.

   c. Compilation of Director’s Review is scheduled for May 21, 2018 at 6:00 p.m.

   d. Annual Town Meeting is May 29, 2017.

   e. Building Report: Victory came to the Library to assess problems with the boiler. Victory noted that a major repair is needed and may be costly.

5) Old Business:
   a. Policy Handbook was discussed. The creation of a policy regarding Candidate/Political Use of Meeting Rooms was discussed. Director had previously gathered information from other libraries about this issue. Trustees will review this information to discuss at the January Trustees meeting.

   b. The establishment of a Library Foundation was discussed. Further input from libraries with existing foundations will be needed as well as input from Town Counsel.

6) Good and Welfare:
   a. Thank you to all who volunteered and contributed to the Wreath Making Workshop, Ribbons and Greens Workshop, and the Cookie Walk.

6) Adjournment:
   a. Deb made a motion to adjourn at 8:34 p.m. Linda seconded; all voted in favor.