Blackstone Public Library
Board of Trustees Minutes
October 2, 2017

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

1) Opening:
   a. Meeting was called to order at 6:31 p.m. Linda Hemphill was absent.
   b. Next Trustees meeting is November 13, 2017 at 6:30 p.m.
   c. Jean made a motion to approve the minutes of August 14, 2017 and the minutes of September 11, 2017. Patty seconded; all voted in favor.

2) Finances:
   a. Invoices were signed and discussed. Invoice for electrical services completed by David Dionne has been submitted. Once processed FY17 will be closed. FY 18 Budget and Warrant Articles were reviewed.
   b. Director reported that more materials will be ordered pre-processed as they are available. These items will arrive labeled with the call number and item packaging done.
   c. Director reported that the amount of the State’s Small Library Mini Grant has been reconfigured. In the past, the Library has received $2,500 from this grant. This is expected to decrease to $2,100 based upon the new formula.
   d. FY 19 Budget will be addressed at upcoming Trustees monthly meeting.

3) Director’s Reports and Discussions:
   a. YA Librarian applications are due by the middle of the month.
   b. Director will be obtaining sample Long Range Plans and forward to the Trustees. Discussion on Long Range Plan will begin at the December Trustees Meeting.
   c. Meeting Room Policy and Request Form was discussed. Director will remind staff to check that an updated policy is attached to the form.
   d. Director provided an update on Cultural Grants that she and Assistant Director have applied for.
   e. Assistant Director’s report was reviewed. Following discussion, Deb made a motion to approve the purchase of pizza for the Annual Children’s Halloween Party in the amount not to exceed $60 from the Gift Account. Kelly seconded; all voted in favor.
f. Mini-golf Fundraiser/Program was discussed. Director will follow-up with Assistant Director on specific materials used by the program and logistics of holding the program in the Library.

g. Tressy and Robin will be attending an upcoming conference on STEAM programming. Tressy will be attending upcoming NELA conference.

4) Chairperson/Trustee Reports and Discussions:
   a. Correspondence: none.
   b. Building Matters reviewed and discussed. Unit #2 Compressor will be repaired this week. This repair will be paid from the Building Warrant Article FY18. Repair of Air Handler #5 by Victory may be done during November 2017. The amount of the repair is forecasted to be $12,594.08 and be paid from the Building Warrant Article FY17.
   c. Submissions of Grants to Dean Bank, Unibank, and the District Attorney’s Office were discussed.
   d. Library Action Plan will be completed at the December meeting. Director will have examples of Action Plans for review and discussion at the November Trustees Meeting.

5) Old Business:
   b. Library Foundation was discussed with Town Administrator. He has recommended meeting with Attorney Costello and the Town Accountant to discuss in further detail.

6) Good and Welfare:
   a. Ribbons and Greens Workshop was discussed. Chairperson has connected with Michaels Craft Store regarding purchasing ribbon at a discount.

7) Adjournment:
   a. Jean made a motion to adjourn the meeting at 8:05 p.m. Deb seconded; all voted in favor.