Blackstone Public Library
Board of Trustees Minutes
August 12, 2019

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

1) Opening:
   a. Meeting was called to order at 6:33 p.m. Linda Hemphill and Debra
      Ristaino were absent.
   b. Next meeting date: September 9, 2019 at 6:30 p.m. Upcoming meeting
   c. Jean made a motion to approve the minutes of June 10, 2019 and
      July 8, 2019. Kelly seconded; all voted in favor.

2) Finances:
   a. Invoices were signed and discussed.
   b. FY19 Encumbrances were reviewed. Director will follow-up with a letter to
      the CBS Representative regarding erroneous insurance charge from Xerox.
   c. Town Building Warrant Article was discussed. Director will follow-up with
      DPW Director regarding the paving of the Library parking lot.
   d. Overtime line item was reviewed. More clarification is needed regarding
      Part-time Staff overtime. Meeting will be scheduled with the Town
      Accountant and Town Administrator.

3) Director’s Reports and Discussions:
   a. Lisa provided clarification from MBLC regarding the use of funds from the
      Materials Line Item to purchase computers that patrons use within the
      Library. Director clarified that up to 10% of this line item may be allocated
for this purchase. Director has updated the FY20 Proposed Monthly Purchasing document to reflect these changes.

b. ARIS Report is being finalized and will be submitted by August 16, 2019.

c. Director discussed the CAP Adjustment formula used by CWMARS to assess the fee paid by the Library. Fees from FY18, 19, and 20 were reviewed for comparison.

d. Lisa provided an update on medical emergencies that occurred in the Library during July. Incident reports were filed per Policy protocol. Incidents were reviewed with Staff.

e. An update was provided on the safety meeting attended by the Director, Chair, and Vice-Chair with the Fire Chief and Acting Police Chief. Concerns related to the medical emergency outside of the Library were raised. The Chiefs were receptive to the concerns and agreed that in the future Library Staff will not be exposed to hazardous materials and the Fire Department shall be responsible for any disposal and clean-up should an incident arise in the Library or on Library grounds. Additional lighting in the parking lot was also recommended.

f. Volunteer Appreciation Night is scheduled for September 11, 2019 at 6:30 p.m. Invitations have been sent.

g. Lisa has recommended that the Museum Pass Circulation Policy be updated to reflect the Library’s participation in the Blackstone Valley Library Consortium. This consortium allows patrons with valid library cards from participating libraries to borrow museum passes from all the libraries in the consortium.

h. Director discussed the issue regarding the grate on top of the storm water basin. DPW will be contacted. The Police Department has been made aware of the issue.

i. Following discussion, Kelly made a motion to fund $300 from the Gift Account to purchase supplies for the proposed upcoming craft classes at the Library. Jean seconded; all voted in favor.

j. Director provided an update on the kits available on loan for Book Groups. Lisa reviewed the Library of Things Circulation Report. Launch pads, laptops, games, and musical instruments have been extremely popular.
k. LSTA FY20 Grant was approved by the MBLC and will begin in October.
l. Friends of the Library will be having a Yard Sale Fundraiser off-site on September 14, 2019.
m. Behavior Policy was discussed. Chair-person provided information for review prior to the next Trustees Meeting.

n. Children’s Room Report and YA Report were reviewed and discussed. Pop-up Story Times were held at Wojcik’s Farm, Animal Shelter, and the Fire Department. All were well attended. Based upon the positive feedback from attendees, the Assistant Director plans to hold additional off-site Story Times in the future. The RI Computer Museum program for YA was very popular and well attended.

o. Building Report:
    - Quote to repair Library entrance doors was reviewed. Following discussion, Kelly made a motion to authorize the repair and replacement of the exit device on the Library entrance doors facing the parking lot in the amount of $3,128.75 to be paid form the FY16 Building Warrant Article. Jean seconded; all voted in favor.
    - Changes to the Staff kitchen-break room were discussed. The Head Custodian will be fabricating counters and shelving using existing material from study carrels in order for Staff to more effectively utilize the area. The HVAC Computer and work station will be moved from the Director’s Office to this newly constructed counter.
    - Quote from Victory will be requested to repair the HVAC actuator controller over the Children’s Circulation Desk.

p. World Band Annual Contract of 40 hours paid in installments for a total of $4,000 was discussed. Contract will be reviewed by the Town Administrator and paid from the Library Operating Budget. Additional hours may be needed.

4) Chairperson/Trustee Reports and Discussions:
a. Correspondence: see attached.
b. Trustees’ CORI forms are due to Assistant Director next month.
c. Staff Development and Continuing Education Grants will be added to the Trustee Calendar for June, in order to ensure time for Staff to apply for any available Massachusetts Library Aide Association (MLAA) grants.
d. Massachusetts Library Trustee Association workshops will be held in the Fall. Central Massachusetts Advocates Meeting is also scheduled for the Fall.

5) Old Business:
   a. Jean discussed the status of the Policy Manual changes. Updates will be completed for Solicitation and Panhandling, Museum Pass Circulation, Behavior, and Borrowing Privileges/Proof of Residency.
   b. Trustee Calendar was updated.

6) Adjournment:
   a. Jean made a motion at 8:43 p.m. to adjourn the meeting. Kelly seconded; all voted in favor.