

MINUTES OF THE BEAMAN LIBRARY BOARD OF TRUSTEES MEETING

May 3, 2016

MEMBERS PRESENT: Kate Halpin, MaryEllen Cocks, Whitney Barnard, Donald DeMarsh, Tamara Fay, Janet Bricault. Also present: Anna Shaw, Director.

The Chair convened the meeting at 7:00 p.m.

MINUTES

Motion by D. DeMarsh to approve the minutes of the April 5, 2016 meeting, second by W. Barnard. Passed unanimously.

REPORTS

Financial statements: Municipal appropriations status reports were reviewed. The Library accounts match those of the Town for the period beginning July 1, 2015 to April 30, 2016.

Library Director's Report for the month of April: Activities for the month were reviewed. The Library received a \$900.00 check from the Hyde Family Fund to be used in support of the Reading Room. The funds will be deposited to the donations account for the purchase of magazines and newspapers. A server failure light indicating a hard drive failure on BML01 was discovered during a visit from Guardian on April 27th. The cost of replacing the hard drive was limited to labor expenses as the parts are under warranty. New Library patrons who provide email addresses will receive welcome emails as a follow-up to their registration. The summer newsletter is scheduled for printing on May 6th. A motion to accept the Library Director's reports as corrected was made by T. Fay, second by M. Cocks. Passed unanimously.

Report on recent Endowment activities: The Wine Tasting/ Silent Auction Fundraiser was held on April 29. The Endowment raised \$6,233.00 in ticket sales and auction items, not including approximately \$5000 in sponsorships and \$2500 in hosting expenses. Patio installation is scheduled for completion by the end of May. An event will be planned to celebrate its opening. Karen Suffin has asked to bring her preschool class in for a tour on a Monday when the building is normally closed to the public. The Board unanimously approved the request.

OLD BUSINESS

Boiler update: Several service visits were made during the month to address wiring and timing issues with the boiler; there were no charges for these visits. A \$5339.00 contract was signed with NEM to replace a faulty burner/blower motor fan unit on Boiler 1 and the faulty high limit switch on Boiler 2. Work began on May 3. The boilers were functioning as of that date. Two calls were received from American Alarm due to a

problem with the daily test signal on the fire panel and a brief power outage on the burglar alarm. No additional issues have been reported.

Update on the Budget Process: The BOS has approved an adjustment to the Library budget to cover a \$2000 deficit resulting from restrictions on the use of the technology grant funds. Grant proceeds originally slated for the FY17 Library budget must be spent down by June 30, 2016.

NEW BUSINESS

Library Personnel: Lauren Espe was interviewed on April 12th for the position of Assistant Director and subsequently hired for the position, effective May 2. The resulting vacancy will be split into two positions: an existing staff member's hours will be increased from 10 to 18 hours and a new 6 hour position will be created.

COMMUNICATIONS

Letter from Louise Howland: A thank you letter to the Board was received from retiring Director Louise Howland.

Update on Technology Money: The \$40,000 Technology Grant received in April must be spent by June 30, 2016. The Director discussed her priorities for these funds including the purchase of a color copier, software to allow patrons to print copies, approximately ten new computers, monitors, a desk for the Children's Room to provide for an additional computer terminal for teen use, a GoPro camera and assorted software. Tentative changes to the printing policy were discussed including the addition of a credit card payment station at a cost of \$35 per month and rates of .10 per page for black and white copies and .30 per page for color copies. The purchase of these items account for all but approximately \$3500 of the grant monies. The Director will inform the Board of the additional expenditures when final decisions are made. A celebration to present these investments to the community is tentatively scheduled for September; Senator Harriette Chandler and Representative James O'Day will be invited to thank them for their support in securing these funds.

TRUSTEE REPORTS AND REQUESTS

There was discussion about approaching the Town's personnel board in the fall to request changes to the policy requiring that job openings be posted in a regional print newspaper.

The Board thanked Tamara Fay for her years of service as a trustee and looks forward to a celebratory dinner in June.

ADJOURNMENT

Motion to adjourn at 8:20 p.m. by D. DeMarsh, second by T. Fay. Passed unanimously.

Reminder: next regular meeting scheduled for Wednesday, June 8, 2016 at 7:00 p.m.
July and August meetings TBD.