



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes May 5, 2021

Remote Meeting Via Zoom

Meeting ID: 880 4808 2107

+1 646-558-8656 (New York)

Members Presents by roll call- Janet Bricault, Mary Ellen Cocks, Kate Halpin, Karen Hennessy,

Members Absent- Sharon Hennessey, Patrick Novia

Library Director - Anna Shaw

Convened by Chair K. Halpin at 7:00 PM

J. Bricault- Here

M.E. Cocks- Here

K. Halpin- Here

K. Hennessy- Here

A. Shaw- Here

Attendance confirmed by roll call by Karen Hennessy

Motion Originator – K. Hennessy

Motion Description - to accept the minutes from the April 6th board meeting

Motion Seconded – M.E. Cocks

Roll Call Vote-

J. Bricault- Yes

M.E. Cocks- Yes

K. Halpin-Yes

K. Hennessy- Yes

Motion Results - unanimously voted via roll call to accept the minutes from the April 6th board meeting.

Financial Reports- The reports provided match with the town accountants records.

Motion Originator- J. Bricault

Motion Description- to accept the Library Director's report from April

Motion Seconded- M.E. Cocks

J. Bricault- Yes

M.E. Cocks- Yes

K. Halpin-Yes

K. Hennessy- Yes

Motion Results – unanimously voted by roll call to accept the Library Director’s report from April 6th by K. Hennessy.

The Director:

Highlights include:

- Continuously developing and updating reopening plans, procedures and schedules.
- Attended two meetings with FinCom., as well as meetings with Trustees, Friends, Town departments and committees.
- Library staff hosted 36 programs for 304 patrons.
- Book bundles remained popular (15 bundles prepared for the month).
- Circulation was up, mostly in children’s books.
- New England Mechanical repaired exhaust fan.
- Other building and equipment issues: RISE engineering (inspection of variable speed circulation pumps); elevator inspection; ADA expert – sidewalks and accessibility.

OLD BUSINESS

- Installation of gutter screens in process (Barnard Roofing)
- Technology – all staff computers running on Microsoft 365; all servers moved to the cloud; printer networking is next priority; transition from Guardian to CWMARS is going smoothly.
- Library services – in person browsing activity is picking up; Saturday is the busiest day; patrons seem comfortable with the 30-minute browsing limit; no playtime yet in the children’s room; library capacity limit is now at 60%.
- Reopening Committee – same hours for browsing in May; staying closed at lunchtime; limited seating for reading the newspaper; expanding service hours (10-8 for browsing and computer usage) is planned for June; open non-fiction room in June; default pick up location is changed from curbside to the hold shelf at the desk.
- Director’s Annual Review was discussed
- Long Range Plan – community planning meetings were held; next step is to follow up with how the library can best support these goals; discussed the mission statement and decided to keep the current one for now.
- Green Communities Grant Projects – RISE finished installation of variable speed boiler drives which should result in saving money on the electric bill.
- Front lawn accessibility – sidewalks are crumbling; explore portable ramp versus granite curb removal.

NEW BUSINESS

- Signature policy should be on next month’s meeting agenda.
- Closure of the library on Saturday, July 3 discussed.
- HVAC Energy Study Proposal discussed; goal is to submit this proposal in order to use green communities’ funds to undertake the project.
- Town meeting flyer – reviewed and approved it.

Trustee Reports and Communications – None

Recognized the occasion of the last meeting of two trustees, MaryEllen Cocks (9 years) and Janet Bricault (6 years).

Next Meeting – June 8 at 5 pm via Zoom.

Motion Originator – J. Bricault

Motion Description – to adjourn meeting

Motion Seconded – M.E. Cocks

J. Bricault – Yes

M.E. Cocks – Yes

K. Halpin – Yes

K. Hennessy – Yes

Motion results – unanimously voted by roll call taken by K. Hennessy to adjourn until the next meeting.

Respectfully Submitted,

Karen Hennessy

Member of the Library Board of Trustees