



**Town of West Boylston**  
140 Worcester Street, West Boylston, Massachusetts 01583

## ***Beaman Memorial Public Library Board of Trustees*** **Meeting Minutes**

<b>November 7, 2018 / 7:00 pm / Muriel H. Stiles Meeting Room</b>
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<b>Members Present:</b> Whitney Barnard, Janet Bricault, MaryEllen Cocks, Kate Halpin, Patrick Novia, and Anna Shaw, Director
<b>Members NOT Present:</b> Michelle Kaelin
<b>Invited Guests:</b> none

**Call to Order by Chair, Kate Halpin 7:00 p.m.**

<b>Motion Originator</b>	<b>P. Novia</b>
<b>Motion Description</b>	<b>To approve the Minutes from October 2, 2018 meeting</b>
<b>Motion Seconded</b>	<b>W. Barnard</b>
<b>Result</b>	<b>Passed</b>

### **Reports**

<b>Motion Originator</b>	<b>M.E. Cocks</b>
<b>Motion Description</b>	<b>To accept the Director's Report for October, 2018</b>
<b>Motion Seconded</b>	<b>J. Bricault</b>
<b>Result</b>	<b>Passed</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• Financial statements: Municipal appropriations status reports as available.</li><li>• Library accounts match the Town's for the period of July 1, 2018–October 31, 2018.</li><li>• Library is on target in terms of expenses.</li><li>• Director mailed State Financial Report on October 3.</li><li>• Discussed many building and technology issues including lighting issues in the building and outside, EIFS repairs, paving, chimney repairs, sprinkler system inspection, elevator repairs and inspection, security cameras failure, as well as plumbing issues.</li><li>• Library was used for 49 events and meetings in October.</li></ul>

### **OLD BUSINESS**

- No additional news on independent boiler consultant.
- Job description classification still being considered. Director and some trustees plan to attend Personnel Board meeting on 11/8/2018.
- 2020 budget is in process.

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- Acceptance of Light Department project:  
Motion Originator P. Novia  
Motion Seconded J. Bricault  
Result: Passed
- Elevator door restrictor installed. Inspection set for 11/12.
- Upcoming Capital Requests: Chimney, (may be funded from CPF), Technology, Automatic door opener (possibly with a grant).
- Endowment Event on April 5, 2019.

#### **NEW BUSINESS**

- Building Repairs: Elevator door restrictor, woodpecker holes/EIFS, Sprinkler corrosion, carpentry repair, Speco NVR power failure, Guardian networking, and plumbing repairs have put repairs over budget.
- Director and some trustees attended meeting regarding Building Inspector.
- Vote to accept Action Plan for FY 2020  
Motion Originator J. Bricault  
Motion Seconded M.E. Cocks  
Result: Passed
- Vote to accept Holds Policy  
Motion Originator W. Barnard  
Motion Seconded P. Novia  
Result: Passed
- Vote to accept Program Registration Policy  
Motion Originator P. Novia  
Motion Seconded J. Bricault  
Result: Passed

#### **Communications**

Trustee orientation in Ayer, MA November 13, 6–8 pm (Director, J. Bricault and ME Cocks plan to attend.)

A citizen expressed a concern about parking. Parking is an ongoing concern of the trustees and staff.

#### **Next scheduled Trustee meetings:**

December 4, 2018 , January 8, 2019, February 5, 2019

March 5, 2019, April 9, 2019, May 7, 2019, June 5, 2019 (Wednesday),  
July/August: TBD, September 10, 2019, October 8, 2019, November 6, 2019 (Wednesday) December 3, 2019

#### **MOTION TO ADJOURN**

Motion Originator P. Novia  
Motion Seconded W. Barnard  
Time of Adjournment 8:47 pm

#### **Signatures**

Submitted by: MaryEllen Cocks for Michelle Kaelin  
Date Submitted:

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