



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

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

**January 9, 2019 / 7:00 pm / Muriel
H. Stiles Meeting Room**

Members Present: Whitney
Barnard, Janet Bricault, MaryEllen
Cocks, Kate Halpin, Michelle
Kaelin, Patrick Novia, and Anna
Shaw, Director

Members NOT Present: None

Invited Guests: none

Call to Order by Chair, Kate Halpin	7:00 p.m.
Motion Originator	P. Novia
Motion Description	To approve the Minutes from December, 2018 meeting.
Motion Seconded	J. Bricault
Result	Passed

Reports

Motion Originator	ME Cocks
Motion Description	To accept the Director's Report for December, 2018.
Motion Seconded	W. Barnard
Result	Passed

Discussion	<ul style="list-style-type: none">• Financial statements: Municipal appropriations status reports as available. Library accounts match the Town's for the period of July 1, 2018–December 31, 2018.• Director prepared and submitted draft budget for FY2020.• Program highlight: Edible Gifts program (held 12/18) for teens was very successful.• Met with New England Mechanical to discuss failing blower motors in Newton Street vestibule; have two quotes to repair/replace. NEM also out to replace condensate pump with gravity-fed drain. Town insurance company is paying for this.• Conducted self-inspections for insurance company.• Met with Horrigan Cleaners to discuss cleaning floors, upholstery, and drapes; got quotes (\$3K-\$5K) and recommendations for how often they should be done.• Spoke with US Department of Fish and Wildlife about woodpecker problem. Light Department will hang the streamers, which will save \$1500.• Waiting on new part from American Alarm for camera system repair.• Getting quote for painting windows in Library's historic portion.• Building passed inspection on December 11; police
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walkthrough also on December 11. Elevator inspection passed on December 28.

- Hired web developer due to website problems. Website had been redesigned in 2012. Volunteer will remove hard drives from old computers for disposal.
- CORI checks run on all employees; all passed.
- Still looking for additional volunteers.

OLD BUSINESS

- No additional news on independent boiler consultant.
- Job description classification update: Edits to some job descriptions went to Personnel Board.
- Endowment event will be on April 5th. Sponsorship letters will go out 1/11. Endowment will have additional Dairy Queen fundraiser on April 9, 2019, 5-8 pm. Ten percent of proceeds will go to Endowment.
- Building maintenance account balance: \$2320.25.
- Budget 2020 submitted to Town Administrator as noted above.

NEW BUSINESS

- Discussion of Library Annual Report 2018 (due March 1).

Motion Originator W. Barnard
Motion Description To accept the Annual Report
Motion Seconded P. Novia
Result Passed

- Discussion of FINCOM and BOS Liaison; agreement as to value of Library having liaisons from those committees.
- Reviewed Town's new Annual Review Form.
- Discussed Fines Policy and possibly doing away with fines.

Communications

Library Legislative Day is March 5, 2019; Legislative Agenda was sent out.

Trustee Handbook was updated on MBLC website.

Discussed moving April 9th meeting date; new date will be April 11.

Next scheduled Trustee meetings:

March 5, 2019	September 10, 2019
April 11, 2019	October 8, 2019
May 7, 2019	November 6, 2019 (Wednesday)
June 5, 2019 (Wednesday)	December 3, 2019
July/August TBD	

MOTION TO ADJOURN

Motion Originator P. Novia
Motion Seconded ME Cocks
Time of Adjournment 8:30 pm

Signatures

Submitted by: Michelle Kaelin
Date Submitted:

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