



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – February 4, 2020

Beaman Memorial Library, Stiles Room

Members Presents - Janet Bricault, Whitney Barnard, Mary Ellen Cocks, Kate Halpin, Karen Hennessy, Patrick Novia

Members Absent- None

Library Director - Anna Shaw

Convened by the Chair, K. Halpin at 4:32pm

Motion Originator – M.E. Cocks

Motion Description - to accept the minutes from the January board meeting

Motion Seconded – W. Barnard

Motion Results - unanimously voted to accept the minutes from the January board meeting

Financial Reports- The reports provided match with the town accountant, with one exception of a small discrepancy which has since been fixed

Motion Originator- M.E. Cocks

Motion Description- to accept the Library Director's report for January

Motion Seconded- J. Bricault

Motion Results – unanimously voted to accept the Library Director's report for January

The Director:

Met with Town Administrator and Town Clerk to sign Earmark Documents, submitted to Mass. Board of Library Commissioners -- \$24,000 in tech grants, new computers with Windows 10 for the staff

Drafted and sent IRS end of tax year letters for major donors to the Endowment

Arranged Jan 14 in house customer service training

Attended Friends of the Library Meeting

Attended CWMARS Strategic planning workshop in Northborough

Filmed spot with WBPA for February Programs

Lead January 24 Staff Meeting

Launched premiers of 10 library interview videos on Facebook

Submitted Trustee comments on draft job descriptions to consultant, no word from her yet

Tracking down missing item replacement check from Optima Delivery

Talking with CWMARS and neighboring library about policies around waiving fines on West Boylston Items

Paramedics called for patron health precaution

Collaborating with Middle/High School to coordinate with Green Thumb group and Green Living group

Training two new staff members

Introduced programs and guest speakers

Reviewing draft job descriptions

Preparing capital improvement worksheets

Preparing FY2021 Budget

Reviewing state procurement laws

Working on building projects- EIFS repairs, Painting project, Chimney project, Recommended ADA repairs, Tank Alert alarm, Air Duct Cleaning, Plumbing repairs
 Head of Children's Services did outreach at Major Edwards Elementary School
 Children's Librarian and Assistant Director Filmed spot with WBPA for February programs
 Staff attended MIIA customer service in house training
 Assistant Director lead Adult Book Discussion group
 Interlibrary Loan Librarian attended programming workshop in Shrewsbury
 Children's Library assistant attended Girls who Code webinar
 Head of Children's Services outreach to Senior Daycare
 Accidental 911 call Jan 2, 2:30 PM
 Last phase of lighting project has been completed
 Light in new stairway and the Newton Street vestibule have been flickering, ballast does not support new light so an electrician has replaced both
 Completed Light replacement /Green Community Project
 Custodian secured loose carpet tiles around anti-fatigue mats behind circulation desk
 Dropped off new computers for software installation at Guardian Information Technologies
 Alarm at main entrance, met Police station at 11:30 PM on January 30th
 Leaking faucet in main floor women's room replaced, boy's bathroom faucet beginning to leak
 Canon copier not responding. Service called, repaired
 Railings on Newton street wobbly, Mark Pruneau repaired
 Building inspector approved railing repairs
 Bob Benedict reviewed main entrance French doors closing
 Chunk of granite missing from curbing near light post
 Newton Street door closer broken, and repaired
 STOP alarm keys cut and distributed to staff- alarms are on emergency exit doors
 Main entrance door inspected; Newton Street Door repaired
 Meeting room door closer softened, Automated handicapped door closer replaced
 Keith from New England Mechanical on site with Chad, engineer to inspect venting for proposed boiler project
 Dave from Impact fire for Sprinkler System inspection Jan 29, Alarm company needs to be rescheduled. Recommend scheduling a 2-hour flow test, and pouring concrete under sprinkler release valve to ease discharge.
 Mark Pruneau discussed pouring concrete under sprinkler release valve
 Kyocera printing issues, recommend cleaning printer
 Matt Bishop from New England Mechanical on site to replace failed dial on discharge pumps
 Patron reports mold in library is so bad that they cannot enter for more than a few minutes, or borrow materials from our non-fiction room
 Gary with Orciani Welding on site to review front railings at Newton St. Entrance
 Guardian Information Technologies on site for 7 staff computer replacements. Jan 30. Still working on outstanding issues, missing shared drives, inconsistent admin logins

Old Business

- Building projects: Boiler Consultant, Memorial Garden, Tank Alert, EIFS repairs, Chimney repair, Painting project
- Job Descriptions
- Volunteer policy
- Green Community projects

- Director's Annual Review -- K. Halpin has been working on the rating scale for this year's review
The Board discussed certain questions on the review document and which ones would be best answered by the board itself, the staff and volunteers.

New Business

Technology Upgrades are still on-going, as discussed in the Directors Report

Staffing- Sue Gomes announced that she will be retiring in July 2020

Budget 2021

Trustee Reports and Communications – Upcoming Election—P. Novia has pulled papers to run.

W. Barnard has decided not to run for another term.

Next Meeting – March 4, 2020 at 5:00pm Stiles Room, Beaman Memorial Library

Motion Originator – M. E. Cocks

Motion Description - Adjourn Meeting at 6:25 PM

Motion Seconded – K. Hennessy

Motion Results - unanimously voted to adjourn until the next meeting

Respectfully Submitted,

Patrick J. Novia