



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – March 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 5:03PM

Motion Originator – M.E. Cocks

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

Motion Seconded – K. Hennessy

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

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

Motion Originator- W. Barnard

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

Motion Seconded- J. Bricault

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

The Director:

- Attended Souperbowl Saturday program
- Conducted 6-month employee evaluation
- Attended Conflict of Interest Training at Town Hall
- Confirmed order of West Boylston Middle High School Yearbook
- Meeting with consultants to discuss library strategic plan
- Budget 2021 Review with Town Administrator
- Consult with CWMARS about fine forgiveness policy
- Mailed spring newsletter
- Meeting with Volunteer Grant writer to work on Reeves Foundation Grant
- Meeting to discuss Library Survey
- Meeting with CWMARS to discuss optional services
- Conversation with Police Chief and detectives about town wide policies and staff safety procedures
- Meeting with individual interested in serving as a Library Trustee
- Meeting with FINCOM members to discuss library concerns, budget, upcoming capital projects
- Reviewing draft job descriptions
- Long range planning activities
- Preparing FY2021 Budget
- Preparing capital improvement worksheets
- 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
- Head of Children's Services hosted successful date night program, and annual family overnight
- Assistant Director lead Adult Book Discussion group
- Historical Librarian and volunteer lead tour of West Boylston Room
- Assistant Director training new employees
- The Library hosted 52 meetings and events in the month
- The staff registered 20 West Boylston residents and 6 nonresidents for new or replacement cards and added 368 materials during the month. The total number of registered resident cardholders is 3,558
- Northeast Doors repaired Newton street door- not closing properly
- Emergency Exit signs applied to emergency exits
- 11 am delayed opening due to snowy conditions. Parking and sidewalks cleared at 11 am Feb 5
- Plumber fixed leaking sink
- Copier serviced
- Worcester elevator maintenance check
- Copier printing with streaks on page. Drum replaced
- Jamex copier payment attachment jammed and cleared and cleaned
- Guardian Energy and New England Mechanical working on Green Communities boiler project
- Green Communities lighting inspection
- New England Mechanical called for service on boiler. Fresh Air intake blockage (paper towels and cardboard) cleared
- Metro water monitoring
- Firewall updated on library network
- Fire systems inspection
- 7 new staff computers, 7 new public computers, 4 computers upgraded to windows 10
- Meeting with tech volunteer to discuss library technology
- Meeting with CWMARS to discuss technology services available
- American Alarm replaced failed motion sensor
- Mass Saves lighting inspection for the LED project

Old Business

- Jobs Descriptions- still an ongoing project, the sub-committee and the Director will meet at a later date to discuss developments that have come from the town consultant
- Building Projects
- Volunteer Policy
- Green Community Project- working to get the boilers replaced
- Technology Upgrades- replaced several computers and are being installed, as well as upgrading the WiFi system
- Budget 2021
- Upcoming Election- the Director met with a possible new trustee (as noted above)

New Business

- Patron Behavior Policy
- Long Range Plan Consultant
- Overview of Trust funds and special project accounts
- Building Project Account
- Railings at the front of the library- building inspector would like them to be extended
- FY 2019 Annual Report which was distributed to the board

Trustee Reports and Communications – None

Next Meeting – April 7, 2020 at 5:00pm Stiles Room, Beaman Memorial Library

Motion Originator – J. Bricault

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