



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – May 28, 2020

Remote Meeting Via Zoom

Meeting ID: 860 9518 3271

Password: 2BAA6s

+1 646-558-8656 (New York)

Members Presents by roll call- 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 10:04 AM

Motion Originator – W. Barnard

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

Motion Seconded – K. Hennessy

Motion Results - unanimously voted via roll call to accept the minutes from the March board meeting

10:14 AM—K. Halpin Stepped away for a moment, returned at 10:15 AM

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

Motion Originator- W. Barnard

Motion Description- to accept the Library Director's reports for the months of March and April

Motion Seconded- J. Bricault

Motion Results – unanimously voted by roll call to accept the Library Director's reports of March and April

10:26 AM- A. Shaw stepped away for a moment, returned at 10:28 AM

10:44 AM—Meeting timed out and was restarted at 10:47 AM by the host

- Trained new employee on McNaughton book ordering
- Attended Seed Starting program
- Talked with staff about the town and library's response to pandemic
- Updated patrons and the community about changes to library services
- Newsbank call about services
- Participated in MBLC emergency meeting
- Attended Library Management virtual meeting
- Planned for Library staff to work from home
- Planned for library pets to go home with staff
- MIIA webinar working from home strategies
- Lead virtual staff meeting
- Working with strategic consultant
- Lead virtual staff meeting

- Head of Children's Services attended a webinar "Books and Literacy Tips for Toddlers"
- Head of Children's Services provided outreach at Major Edwards
- Head of Children's Services and Assistant Director attended legislative breakfast in Clinton
- Assistant Director attended Envisionware Roundtable in Shrewsbury and a homelessness webinar
- Head of Children's Services attended webinar "Yes you can, tips for moving online at short notice"
- Attended FINCOM/CIB meeting
- Reviewed Green Communities proposals, coordinated with workers
- Lead virtual staff meetings
- Communicated with Board of Trustees
- Started hiring process for new Teen Librarian
- Checked in with individual staff members
- Planned and prepared virtual programs
- Hosted Nonfiction Book Discussion group discussion
- Participated in regional libraries planning meetings and discussions
- Participated in own performance evaluation
- Lead May and June and summer reading planning meetings
- Coordinated with Friends group
- Attended webinars: Healthful laughter in difficult times, (Non)mandated reporting, Getting to know Libby, Books and Literacy Tips for Toddlers, Summer 2020 Planning, Top 5 objections to weeding, Demystifying genre and how to help every kind of reader, Libraries managing strategies and stress, Empowering and protecting your family, Activate, Collaborate and Educate in your community, Advocacy for your library, Virtual programming, SEO training, When the library is closed, Collection care, Readers Advisory, Reopening brainstorming session
- Prepared enewsletter, updated website, promoted events and services on social media
- Planned, Prepared and hosted virtual programming, book groups, events for patrons of all ages
- Preparing for summer reading

10:55AM-- P.Novia stepped away to fix WiFi, returned at 11:00 AM

11:25AM—Meeting timed out and was restarted at 11:28 AM by the host

Old Business

- Building projects on hold: Memorial Garden, Tank Alert, EIFS repairs, Chimney, Painting Railings at library main entrance
- Job Descriptions
- Volunteer policy
- Green Community project- insulation on pipes and in attic skylight
- Director's Annual Review
- 2020 Technology Upgrades- computers installed, Wi-Fi upgrade in June/July
- Patron Behavior Policy
- Long Range Plan
- Building project account- for flooring in the attic

New Business

- Changes in staffing
- Covid-19: Reopening plan, curbside pickup
- Rep O'Day Technology bill
- Reeve Foundation Grant

- Town Meeting June 28th

Trustee Reports and Communications – None

Next Meeting – June 16, 2020 at 5:00pm- Remote Meeting Via Zoom

Motion Originator – J. Bricault

Motion Description - Adjourn Meeting at 12:10 PM

Motion Seconded – K. Hennessy

Motion Results - unanimously voted to adjourn until the next meeting

Respectfully Submitted,

Patrick J. Novia