



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

***Beaman Memorial Public Library Board of Trustees
Meeting Minutes - July 21, 2020***

Remote Zoom Meeting

Meeting ID: 872 2604 2220

Password: 860784

+1 646-558-8656 (New York)

Members Present by roll call - Janet Bricault, MaryEllen Cocks, Kate Halpin, Karen Hennessy,

Member absent - Sharon Hennessey, Patrick Novia

Library Director - Anna Shaw

Convened by Chair, K. Halpin at 6:08 PM

Attendance confirmed by roll call by MaryEllen Cocks

Motion Originator - K. Hennessy

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

Motion Seconded - J. Bricault

Motion Results - unanimously voted via roll call by MaryEllen Cocks to accept minutes from the June Board Meeting

Financial Reports - The reports provided match with the town accountant's records.

Motion Originator - K. Hennessy

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

Motion Seconded - J. Bricault

Motion Results - unanimously voted via roll call by MaryEllen Cocks to accept the Library Director's report for June

The Director:

- Interviewed, checked references, hired 2 new library assistants
- Attended ARIS report webinar
- Prepared CARES funding report
- Attended Directors meeting
- Lead Staff meeting
- Prepared 1/12 budget
- Planned, implemented, publicized contactless pickup procedure
- facilitated meditation program
- Lead fall newsletter planning meeting
- Lead Staff meeting
- Attended Users Council
- Trained new employees
- Attended Trustees Meeting
- Attended Safety Committee Meeting
- Coordinated emergency response for AH1 leak, repair, cleanup, meetings with adjuster, etc

- Employee annual review
- Lead staff meeting
- Employee annual review
- Coordinated repair for Attic duct smoke sensor
- The staff attended the following workshops and webinars: Future plans for Libraries in the New Normal, Handling patron's legal questions, returning to work webinar
- Prepared and sent out newsletter, updated website, promoted events and services on social media
- Planned, Prepared and hosted virtual programming, book groups, events for patrons of all ages
- Launched summer reading
- Trained new staff

The Library hosted 0 in person meetings and events in the month.

The Library staff hosted 11 live virtual events, with 59 live program attendees, and served 153 patrons with contactless pickup

- 27 posts to Facebook- 1,101 page "likes" 1,104 followers 1 Significant post: Chalk the Walk
- Children's Facebook Page 27 posts, 1 Significant post: Miss Sandie and Lena homemade Piñatas
- 198 followers (+16) and 173 likes (+5)
- 0 Tweet and 95 followers on Twitter (-1)
- 0 posts to Instagram and 252 followers (+)
- e-newsletter 1133 Subscribers (+1), 25.5% opens

The staff registered 0 West Boylston residents and 0 nonresidents for new or replacement cards and added 436 physical materials during the month. The total number of registered resident cardholders is 3,539

- Chiller found not working. Time clocks on pumps and chiller failed. Chiller left on until time clocks are replaced.
- Supervised EIFS repair work
- Charter installation
- Front doors varnished
- Elevator Inspection
- Water monitoring
- Door closer replaced on front door
- Wireless installed
- Clogged condensation drain in AH1 caused flooding on children's floor June 19
- Copier error, canon on site to diagnose and repair
- Exhaust fan on roof replaced
- Chilled water pipe to AH1 re-insulated. Insulation was compacted resulting in condensation and dripping
- AH2 replace chilled water valve actuator
- PM on HVAC finished
- Smoke duct in attic sensor failure and repair

Old Business

- Building projects on hold: Memorial Garden, EIFS repairs, Chimney, Painting Railings at Library main entrance, painting front of the library flooring in the attic.
- Tank Alert - still trying to figure the problem out.
- Drain outside Stiles Room needs work to prevent flooding. Anna is working with Fire Chief, DPW Director, Sewer Department and Light Department to try to solve problem. Moving slowly.
- Other projects: Wages and classification study, job descriptions - passed at Town Meeting - volunteer policy, patron behavior policy - these policies on hold.

- Long Range Plan update - drafting questions for survey to be ready for October Town Meeting.
- 2020 Technology Upgrades- Wi-Fi upgrade - seamless network throughout the building.
- Changes in staffing - in the process of hiring for Saturday hour.

Paused at 7:22 PM until 7:24 PM

New Business

- Air Duct Cleaning has been completed.
- Jeanne Comstock Memorial Gift - family wants to donate \$5000.00. Suggest that the benches on front lawn be named in memory of Jeanne.
- Winston and Strawn Charter letter - legal counsel looking in to this matter.
- COVID-19 policies - approve Town Covid-19 Control Plan, and Library Safety Standards and Checklist

Motion Originator - J. Bricault

Motion Description - to approve Town Covid-19 Control Plan, and Library Safety Standards and Checklist

Motion Seconded - K. Hennessy

Motion Results - unanimously voted via roll call by MaryEllen Cocks to approve Town Covid-19 Control Plan, and Library Safety Standards

Reopening considerations and timeline

Contactless pickup and returns going very well.

All materials that are out will be updated to September 1st due date.

Plexiglass barriers need to be installed be reopening. Possibility of opening for computer use before other services. Masks will be required.

- Friends Annual Book-sale - possibly scheduled outside - approved. Friends are meeting next week to discuss.

Trustee Reports and Communications - none

Next Meeting - Wednesday, September 2, 2020 at 5:00 PM - Remote Meeting Via Zoom

Motion Originator - K. Hennessy

Motion Description - Adjoin Meeting at 8:26 PM

Motion Results - unanimously voted by roll call taken by MaryEllen Cocks to adjoin until the next meeting

Respectfully Submitted,

MaryEllen Cocks for Patrick Novia, Clerk of the Board