



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – June 16, 2020

Remote Meeting Via Zoom

Meeting ID: 873 5819 4094

Password: 399759

+1 646-558-8656 (New York)

Members Presents by roll call- Janet Bricault, Mary Ellen Cocks, Kate Halpin, Karen Hennessy, Sharon Hennessey, Patrick Novia

Members Absent- None

Library Director - Anna Shaw

Convened by the Chair, K. Halpin at 5:02 PM

Attendance confirmed by roll call by P. Novia

Consider the reorganization of the board by nomination, a second and finally voted in slate form by roll call vote.

Nomination By- P. Novia

Kate Halpin as Chair

Nomination Seconded By- M.E. Cocks

Nomination By- K. Hennessy

Mary Ellen Cocks as Vice Chair

Nomination Seconded By- J. Bricault

Nomination By- M. E. Cocks

Patrick Novia as Clerk

Nomination Seconded By- K. Hennessy

Nomination By- M.E. Cocks

Karen Hennessy as Building Committee Representative

Nomination Seconded By- P. Novia

All nominations were accepted and voted on by roll call.

Motion Originator – K. Hennessy

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

Motion Seconded – M.E. Cocks

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

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

Motion Originator- K. Hennessy

Motion Description- to accept the Library Director's reports from May

Motion Seconded- S. Hennessey

Motion Results – unanimously voted by roll call to accept the Library Director's report from May

The Director:

- Met with vendor to discuss plexiglass installation around the circulation desks
- Worked on strategic planning documents
- Planned summer programs
- Promoted upcoming events
- Met with presenter about reservoir program
- Interviewed and hired internal applicant for Teen Librarian position
- Attended/lead adult virtual programs
- Resolve personnel issues
- Attend Friends meeting
- Attend Library Trustees meeting
- On site for heat switchover and to meet HVAC techs for various chiller issues
- Coordinated pickup of computers for recycling
- The staff attended the following workshops and webinars: Interactions with teens, Learning Environments, Midwest Tape, Learning Experiences, Healthful Laughter in difficult times, (Non) Mandated Reporting webinar, Librarian's guide to homelessness training, Public Library Connect, Trivia webinar, what if the library is closed, Collection care during Covid-19, Library Response on Covid-19, Transformative Librarianship, World Languages Collection, Caring for ourselves, Summer Reading.
- Prepared e-newsletter, 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

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

The Library staff hosted 16 virtual events, with 149 program attendees, and assisted 38 patrons virtually.

- 39 posts to Facebook- 1,095 page "likes" (+1) 1,142 followers (+1) 3 Significant posts: Nashoba Booked video, WB vote by mail, Miss Humblebee
- Children's Facebook Page 32 posts, 1 significant post (Lena's snack video) 182 followers (+6) and 168 likes (+5)
- 0 Tweet and 96 followers on Twitter (+5)
- 0 posts to Instagram and 251 followers (+4)
- e-newsletter 1132 Subscribers (-6), 25.3% opens 3.4% clicks

The staff registered 1 West Boylston residents and 2 nonresidents for new or replacement cards and added 212 physical materials during the month. The total number of registered resident cardholders is 3,553

- Installed and updated patron computers, and catalog computers
- Metro group water monitoring
- Elevator maintenance
- Heat switchover maintenance
- Chilled water valve on AH2 broken
- Timeclocks on chiller and pumps needed replacement

- Front door closer leaking, needs replacement
- Carpets in meeting room, bathroom floors, chairs, and drapes cleaned and sanitized
- Wireless site survey conducted, access points to be installed in June

Old Business

- Building projects on hold: Memorial Garden, Tank Alert, EIFS repairs, Chimney, Painting Railings at Library main entrance, painting front of the library flooring in the attic.
 - Other projects on hold: Wages and classification study, job descriptions, volunteer policy, patron behavior policy
 - Long Range Plan update
 - 2020 Technology Upgrades- Wi-Fi upgrade
 - Changes in staffing
 - Covid-19- changes in library services
- Policies, Contactless pickup schedule, Returns, Fines
Rep O'Day Technology bill
- Grants: Reeve Foundation Grant, Beanstack Grant
 - Town Meeting is still scheduled for June 29th

New Business

- Chiller time clocks, Air Handler all replaced and programmed
- Repairing benches
- Vacation buyback approval

Motion Originator- M.E. Cocks

Motion Description- to approve the vacation time buyback to Anna Shaw for 29hrs and to Lauren Espe for 5 1/2 hrs

Motion Seconded- K. Hennessy

Motion Results- all voted in favor by roll call vote taken by P. Novia

- Painting the wall in the magazine room teal
- Review and vote on Signature Authority for bills and payroll –

Motion Originator- P. Novia

Motion Description-Set the signature policy for the bill sheet to be two signatures, at least one must be a trustee and the second may include the Director, Assistant Director, or the Head of Children's Services. Pay roll may be signed by the Director, Assistant Director or the Head of Children's Services.

Motion Seconded- J. Bricault

Motion Results- all voted in favor by roll call vote taken by P. Novia

Trustee Reports and Communications – None

Next Meeting – July 21, 2020 at 6:00pm- Remote Meeting Via Zoom

Motion Originator – J. Bricault

Motion Description - Adjourn Meeting at 6:25 PM

Motion Seconded – K. Hennessy

Motion Results - unanimously voted by roll call taken by P.Novia to adjourn until the next meeting

Respectfully Submitted,
Patrick J. Novia
Clerk of the Board