



Town of West Boylston
140 Worcester Street, West Boylston, MA 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – October 6, 2020

Remote Meeting Via Zoom

Meeting ID: 873 6552 6971

Password: 405 925

+1 646-558-8656 (New York)

Members present by roll call: Janet Bricault, MaryEllen Cocks, Kate Halpin, Sharon Hennessey and Karen Hennessey

Members absent: Patrick Novia

Library Director present: Anna Shaw

Convened by Chair K. Halpin at 5:06 pm

J. Bricault - here

M.E. Cocks - here

K. Halpin - here

S. Hennessey - here

K. Hennessey - here

Attendance confirmed by roll call by K. Hennessey

Minutes from September board meeting

Motion Description: to accept the minutes from the September 2, 2020 board meeting

Motion Originator: S. Hennessey

Motion Seconded: J. Bricault

Roll Call Vote:

J. Bricault - yes

M.E. Cocks - yes

S. Hennessey - yes

K. Hennessey - yes

Motion Results: motion passed to accept the minutes from the September 2, 2020 board meeting, as corrected to remove Chair K. Halpin from the yes votes tallied during the meeting

Financial Reports

Motion Description: to accept the financial statements

Motion Originator: M.E. Cocks

Motion Seconded: J. Bricault

Roll Call Vote:

J. Bricault - yes

M.E. Cocks - yes

S. Hennessey - yes

K. Hennessey - yes

Motion Results: motion passed to accept the financial statements and to replace the Non-Budgeted Fund Activity Summary Report with the Expense Account Period Summary Report

- Reviewed a new financial report provided by the Town Accountant entitled Expense Account Period Summary (with POs) and presented by the Library Director. This report will replace the Non-Budgeted Fund Activity Summary Report

September 2020 Librarian's Report

Motion Description: to accept the Library Director's Report for activities in September 2020

Motion Originator: M.E. Cocks

Motion Seconded: J. Bricault

Roll Call Vote:

J. Bricault - yes

M.E. Cocks - yes

S. Hennessey - yes

K. Hennessey - yes

Motion Results: motion passed to accept the Library Director's Report for activities in September 2020

- Streamlined vestibule design for curbside pickup of items has yielded positive feedback
- Prepared and submitted state reports 2020, ARIS, Financial, State Aid Applications and compliance forms
- Hosted 13 live virtual events, with 102 live program attendees
- Recorded four programs with 29 views
- Physical and ebook circulation for September were 2722 and 745 items, respectively
- Received \$500 donation from a single patron

Old Business

- Building projects
 - Plaque for memorial bench awaiting approval from family members
 - Location of memorial garden under review for possible move to the patio in spring 2021
- Job descriptions
 - Library Director and Trustee Chair met with Town Administrator and consultant to review job descriptions for final draft. Next step: make final revisions to job descriptions and present to Trustees for approval
- Long Range Plan
 - Survey is ready for the Library Director to share at the Town Meeting on October 17, 2020 and in the library newsletter. Library Director needs 250 surveys to be completed by town residents and non-residents
 - Next step: conduct focus groups for Trustees (date set for 12/3), Friends (date to be determined) and user's group (date to be determined)

- 2020 Technology Upgrades
Wi-Fi upgrade is complete and reimbursement from the Cultural Council is in progress. Technology grant has received a one-year extension to 6/21
- Covid-19 updates to library services
 1. Lost and overdue notices sent out (first time since 3/20). Fines on returned overdue items will be waived, but not on lost items. Follow up calls and emails in process. Fines will continue for movies, video games and library passes
 2. Curbside pickup improved – no longer a set time
 3. Reopening in person for use of computer and photocopier (one person at a time and by appointment) is in the planning stage
 4. Library Director to submit list of questions to Board of Health
- Meeting Room flood (7/1/20) carpet repair on hold; waiting for DPW to review the drain which has been pushed back from September to October
- Friends Annual Book Sale was very successful
- Green Communities Grant projects in process to be completed by early December; next year's project is planned for replacement of the boilers
- Reeve Foundation Grant (installation of automatic entrance door) completed and press release sent to the Item which published the story on October 2

New Business

- At the Town meeting October 17 at 10 am, the Library Director plans to include flyer in packets for each attendee to include information about:
 1. current library services and programs as well as additional services in progress (in person computer and photocopier use, by appointment)
 2. the upcoming library survey
 3. grant acknowledgements for the Cultural Council and the Reeve Foundation

M.E. Cocks left meeting at 6:50

- Action Plan
 Motion Description: to approve the Action Plan for FY 2022
 Motion Originator: S. Hennessey
 Motion Seconded: J. Bricault
 Roll Call Vote:
 Bricault - yes
 S. Hennessey - yes
 K. Hennessy - yes
 Motion Results: motion passed to approve the Action Plan for FY 2022
- Agreed to permit painting of wall behind circulation desk in Children's room
- ADA self-evaluation and transition plan for municipal buildings described as a town-wide effort

- State reports submitted and Library met all of its reporting requirements
- Agreed to move next meeting from Wednesday, November 4, to Tuesday, November 10

Trustee Reports and Communications: none

Next Meeting: Tuesday, November 10, 2020 at 5 pm

Motion Description: Adjourn meeting at 7:07 pm

Motion Originator: J. Bricault

Motion Seconded: S. Hennessey

Roll Call:

J. Bricault - yes

S. Hennessey - yes

K. Hennessey - yes

Motion Results: motion passed to adjourn meeting; roll call taken by K. Hennessey

Respectfully submitted,

Karen W. Hennessey

Trustee