



Town of West Boylston  
140 Worcester Street, West Boylston, Massachusetts 01583  
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES  
Meeting Minutes – September 2, 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 Chair K. Halpin at 5:06 PM

J. Bricault- Here

M.E. Cocks- Here

K. Halpin- Here

K. Hennessy- Here

S. Hennessey- Here

P. Novia- Here

Attendance confirmed by roll call by Clerk P. Novia

Motion Originator – J. Bricault

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

Motion Seconded – K. Hennessy

Roll Call Vote-

J. Bricault- Yes

M.E. Cocks- Yes

K. Hennessy- Yes

S. Hennessey- Yes

P. Novia- Yes

Motion Results - unanimously voted via roll call to accept the minutes from the July 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 July and August

Motion Seconded- S. Hennessey

J. Bricault- Yes

M.E. Cocks- Yes

K. Hennessy- Yes

S. Hennessey- Yes

P. Novia- Yes

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

### **The Directors Report - July**

- Responded to flooding in Stiles room
- On site for air duct cleaning
- Reviewed Charter Warner Brothers legal notice
- Worked with Insurance adjuster and repair crews for both floods and cleanups
- Updated alarm call lists
- Responded to server failure
- Met with consultant about strategic plan
- Met with asbestos technician
- Cut new keys to issue to Trustees with keys, and met with Trustees to go over library keys
- Employee exit interview
- Worked on ARIS report
- Dropped off documents for shredding
- Followed job posting requirements and hiring procedures to replace library assistant
- Attended Trustees Meeting
- Contacted several companies to get plexiglass shields
- Contacted electricians for automatic door opener project
- Meeting with Overdrive to review accounts
- Coordinated with Sewer, DPW, Light and Fire departments to review drainage outside Central Street
- Interviewed applicants contacted references for Library assistant position
- Lead nonfiction book discussion group
- Lead staff meeting
- Lead story times, craft programs for children and teens
- Lead book discussion groups for readers of all ages
- Prepared the Fall newsletter
- Attended webinars: Project Ready EmbraceRace series, Coretta Scott King Awards, Library in the time of COVID, Raising multiracial children.
- The Library hosted 0 in person meetings and events in the month. The Library staff hosted 13 live virtual events, with 59 live program attendees, and served 412 patrons with contactless pickup
- 23 posts to Facebook- 1,100 page "likes" 1,103 followers 2 Significant posts: Teen Bingo and July 4 Closing
- Children's Facebook Page 31 posts, 0 Significant posts
- 199 followers (+1) and 180 likes (+7)
- 0 Tweet and 95 followers on Twitter
- 4 posts to Instagram and 254 followers (+2)
- e-newsletter 1135 Subscribers (+2), 27.5% opens
- The staff registered 1 West Boylston residents and 0 nonresidents for new or replacement cards and added 218 physical materials during the month. The total number of registered resident cardholders is 3,534
- Air duct cleaning July 6-8
- Met with Service master, Worcester elevator to clean up after flood
- Server needed rebooting
- Meeting room tested for Asbestos
- Rebuildex on site to repair walls in Stiles meeting room

### **August**

- Coordinated with Insurance adjuster and renovation vendors to repair Stiles Meeting Room
- Meetings with Strategic planning consultant

- Trained new employees
- Meetings with staff to discuss new procedures
- Attended webinar on social justice
- Attended local Directors meeting
- Lead staff meeting
- Training of new employees
- Coordinate with Friends of the library to discuss upcoming fall book sale
- Preparing State reports
- Compiling goals for Action plan
- Attended State Aid workshop
- CWMARS director's meetings
- Lead nonfiction book discussion group
- Coordinating vendors and information for Reeve Foundation grant project.
- Working on outstanding issues with job descriptions
- Updating procedures and signage on doors and around the property
- Lead story times, craft programs for children and teens
- Lead book discussion groups for readers of all ages
- Prepared, printed and distributed the Fall newsletter
- Attended webinars: A space for all, BeTween, REALM
- The Library hosted 0 in person meetings and events in the month.

The Library staff hosted 7 live virtual events, with 27 live program attendees, and served 468 patrons with contactless pickup

- 14 posts to Facebook- 1,104 page "likes" 1,107 followers
- Children's Facebook Page 21 posts, 189 page likes, 209 followers
- 0 Tweet and 96 followers on Twitter
- 3 posts to Instagram and 255 followers (+1)
- e-newsletter 1134 Subscribers (-1), 29.9% opens
- The staff registered 5 West Boylston residents and 0 nonresidents for new or replacement cards and added 337 physical materials during the month. The total number of registered resident cardholders is 3,522
- Building inspector reviewed progress in Stiles Meeting Room
- Water department on site for Water inspection
- Meet two electricians to review and get bids for electrical wiring for Reeve Foundation automatic door opener project
- Elevator inspection performed

#### Old Business

- Building projects on hold: Memorial Garden, Tank Alert, Chimney, Railings at Library main entrance, painting front of the library, flooring in the attic.
- Other projects: Wages and classification study, job descriptions, volunteer policy, patron behavior policy
- Long Range Plan update
- 2020 Technology Upgrades- Wi-Fi upgraded throughout the entire building
- Changes in staffing, a new library assistant has been hired and is a great addition to the staff
- Covid-19- updates, impacts, plexiglass, changes in library services  
Contactless pickup- patron response is overwhelmingly positive
- Condensation Flood Friday June 19- repairs complete, waiting on replacement materials.

- Meeting room Flood Wed July 1- Backed up drain, water in Elevator, Asbestos testing, demolition and repair partially complete. DPW director will review the drain sometime in September, carpet repairs are on hold until after his review.
- Jeanne Comstock Memorial Gift update- her family has given a very generous gift and the benches out front will be named in her memory

Friends Annual Booksale- scheduled outdoors September 12-13 rain date September 19-20 10 am-5pm each day

#### New Business

- HVAC email from Steve Tataro
- Green Communities Grant Beaman Memorial Library Pump VFD, Beaman Memorial Library Attic Thermal Insulation
- Reeve Foundation Grant disbursed, project should begin in a few weeks.

Motion Originator – K. Hennessy

Motion Description – to allow the library to close early on the days before the following holidays- Thanksgiving, Christmas, and New Years Day

Motion Seconded – J. Bricault

J. Bricault- Yes

M.E. Cocks- Yes

K. Hennessy- Yes

S. Hennessey- Yes

P. Novia- Yes

Motion Results - unanimously voted by roll call taken by Clerk P.Novia

#### Meeting schedule 2021

Trustee Reports and Communications – M.E. Cocks thanked the Head of Childrens Services, Sue Smith for taking the time to go to their home and have a story hour with her great-grandchildren over the summer

Next Meeting – October 6, 2020 at 5PM

Motion Originator – S. Hennessey

Motion Description - Adjourn Meeting at 7:12 PM

Motion Seconded – K. Hennessy

J. Bricault- Yes

M.E. Cocks- Yes

K. Hennessy- Yes

S. Hennessey- Yes

P. Novia- Yes

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

Respectfully Submitted,

*Patrick J. Novia*

Clerk of the Board