



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – November 10th 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 Hennessey, 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. Hennessey- Here

S. Hennessey- Here

P. Novia- Here

A. Shaw- Here

Attendance confirmed by roll call by Clerk P. Novia

Motion Originator – J. Bricault

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

Motion Seconded – K. Hennessey

Roll Call Vote-

J. Bricault- Yes

M.E. Cocks- Yes

K. Hennessey- Yes

S. Hennessey- Yes

P. Novia- Yes

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

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

Motion Originator- K. Hennessey

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

Motion Seconded- J. Bricault

J. Bricault- Yes
M.E. Cocks- Yes
K. Hennessey- Yes
S. Hennessey- Yes
P. Novia- Yes

Motion Results – unanimously voted by roll call to accept the Library Director’s report from October by Clerk P. Novia

The Directors Report -

- Attended Green Communities Kickoff Meeting
- Attended Directors Zoom meetings
- Met with tech volunteer to talk about library technology
- Met with WPI faculty to discuss collaboration
- Attended Trustees Meeting
- Prepared letter and survey announcement for October Town Meeting
- Worked with Strategic planning consultant
- Trained employees on new procedures
- Led staff meeting
- Led nonfiction book group
- Attended Friends Annual meeting
- Met with Phil Leger Chief of Environmental Health and Bob Barrell from Health Department
- Attended Social Justice Subcommittee meeting
- Collected Delivery and reference statistics
- Prepared story times, craft programs for children and teens
- Prepared book discussion groups for readers of all ages
- Developed and sent out monthly e-newsletters
- Attended workshops and webinars: Boston Book Festival, Teen Summit, MASSYAC check-in, Civility and Inclusion, Refreshing Youth Collections, promoting your collection, Transforming Teen Services, MLS policies, Procedures and Guidelines, Social Justice subcommittee
- Finalizing winter newsletter events
- Hosted 23 live virtual events, with 182 live program attendees.
- Recorded 7 programs with 37 views.
- 28 posts to Facebook- 1,113 page likes 1,117 followers.
- Children’s Facebook Page 9 posts, 201 page likes, 223 followers
- 1 Tweet and 98 followers on Twitter
- 17 posts to Instagram and 262 followers (+5)
- e-newsletter 1130 Subscribers (-1), 25.9% opens
- The staff registered 3 West Boylston residents and 0 nonresidents for new or replacement cards and added 408 physical materials during the month. The total number of registered resident cardholders is 3,494

New Business

Building projects –

- Plaque for bench

- Memorial Garden location consider moving to patio is on hold
- Tank Alert
- Chimney
- Railings at Library main entrance
- Painting front of the library
- Flooring in the attic.
- Job descriptions- No news at this time
- Long Range Plan - Community survey is in progress. SOAR meetings for staff and Trustees/Friends scheduled for December.
- 2020 Technology Upgrades- Wi-Fi upgrade, reimbursement from Cultural Council in progress
- Covid-19- updates to library services.
- Condensation Flood Friday, June 19- repairs complete, waiting on replacement materials.
- Meeting room Flood Wednesday July 1- DPW director to review the drain in early November, Carpet to be ordered and work scheduled soon.
- Green Communities Grant: Pump VFD, Beaman Memorial Library Attic Thermal Insulation- projects planned for November/December, should take 3 weeks total to complete
- Reeve Foundation Grant update. Project installation complete. Interim and final reports in progress

New Business

- Formalize Reopening subcommittee, K. Halpin, K. Hennessy, and P. Novia have all agreed to form the reopening subcommittee and will meet as needed.
- Results of meeting with Bob Barrell Health Department and Phil Leger Chief of Environmental Health
- ODD Fellows plowing agreement – the board decided to pay any fees associated with the plowing of the ODD Fellows parking lot during the winter months.
- Review of capital requests
- Review Town's Snow Closure Policy

Motion Originator – M. E. Cocks

Motion Description – to allow the Chair, K. Halpin and the Library Director, A. Shaw to decide if the library should stay closed or close early during inclement weather.

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

Trustee Reports and Communications – J. Bricault reports that she has decided not to run for re-election in 2021.

Next Meeting – December 8th 2020 at 5PM via Zoom.

Motion Originator – J. Bricault

Motion Description - Adjourn Meeting at 7:08 PM

Motion Seconded – K. Hennessy

J. Bricault- Yes

M.E. Cocks- Yes

K. Halpin- 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