



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – December 8th 2020

Remote Meeting Via Zoom

Meeting ID: 818 3258 3192

Password: 414075

+1 646-558-8656 (New York)

Members Presents by roll call- Janet Bricault, Mary Ellen Cocks, Kate Halpin, Karen Hennessy, Sharon Hennessey (late arrival 5:08pm), 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

P. Novia- Here

A. Shaw- Here

Attendance confirmed by roll call by Clerk P. Novia

Motion Originator – K. Hennessy

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

Motion Seconded – J. Bricault

Roll Call Vote-

J. Bricault- Yes

M.E. Cocks- Yes

K. Hennessy- Yes

P. Novia- Yes

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

(S. Hennessy arrived at 5:08pm)

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

Motion Originator- M.E. Cocks

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

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 to accept the Library Director’s report from November by Clerk P. Novia

- Promoted Community survey for long range plan
- Coordinated with Strategic Planning consultant
- Collected and submitted information for insurance claim for water damage on 6/19/2020
- Working with insurance company and coordinating repairs for water damage flood on 7/1/2020
- Met with Town Administrator and DPW Director to look at Central Street drain and trees
- Met with Tech volunteer to discuss library networking projects
- Submitted Reeve Foundation interim report
- Accepted employee resignation, begun hiring process
- Attended MLS annual meeting conference
- Attended Library Trustees Meeting
- Attended CWMARS Telecommunications meeting
- Attended MIIA EAP training: Positive Management Techniques
- Attended Central MA Library Association annual meeting
- Attended Social Justice meeting
- Attended Select Board Meeting to present on Library operations
- Attended Trustees reopening considerations subcommittee meeting
- Lead Staff meetings
- Facilitated Green Living Group meeting
- Lead Nonfiction Book Group meeting
- Prepared story times, craft programs for children and teens
- Prepared book discussion groups for readers of all ages
- Developed, printed and sent out quarterly print newsletter and monthly e-newsletters
- Attended workshops and webinars: Transforming Teen Services, YALSA Symposium conference, Engaging with Teens on Social media, CLIO Q&A, Catalogers roundtable.
- The Library staff hosted 32 programs: 25 live virtual events, with 220 attendees and recorded 8 programs with 39 views.
- 24 posts to Facebook- 1,117 page likes 1,192 followers.
- Children’s Facebook Page 12 posts, 206 page likes, 238 followers
- 0 Tweets and 98 followers on Twitter
- 16 posts to Instagram and 267 followers (+5)
- e-newsletter 1128 Subscribers (-2), 34.59% opens (+9%)

Old Business

- Building projects update – The flood in the Stiles Room caused by a drainage issue is still being fixed. The DPW will fix the drainage issues outside and then the interior repairs can move forward including wall repair, painting and replacing the carpet can start.
- Job descriptions update – still no update
- Long Range Plan update – the board met virtually with the consultant who was very informative about how these plans can help library funding.

- 2020 Technology Upgrades update- the WiFi system throughout the building has been updated and is in full use.
- Covid-19- updates to library services
- Water damage updates: Condensation Flood Friday, June 19 & Meeting room Flood Wednesday July 1, 2020 – issues with fan coil units, repairs were made by New England Mechanical.
- Grants update: Green Communities & Reeve Foundation Grant – LED lights have been installed through out the building which will reduce electrical costs and the Newton St. vestibule door has been fitted with new push-bar opener and automatic opener for better handicap accessibility

New Business

- Shrubs and plantings for main entrance were donated by a generous patron, they will submit a plan to the board for approval in time for the spring.
- Update from reopening sub-committee—K. Hennessy was kind enough to give the board a summary of what the reopening sub-committee has been discussing at their meetings. The plan so far is to wait until the drainage issues have been fixed at the outer entrance to the Stiles Room on the Central St. side of the building. After the necessary repairs have been done to the drain then the water damage can be repaired inside. As far as opening the building to the public for limited computer use, the sub-committee agrees that the Stiles Room is the best place for this because it has its own entrance and can keep patrons from accessing other areas of the building. The patron computers from the main floor can easily be moved down stairs and a new Canon printer has been ordered that can be set up with the coin-op machine for printing purposes.

Trustee Reports and Communications – None

Next Meeting – January 5th 2021 at 5PM via Zoom.

Motion Originator – J. Bricault

Motion Description - Adjourn Meeting at 6:47 PM

Motion Seconded – S. Hennessey

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