



Town of West Boylston  
140 Worcester Street, West Boylston, Massachusetts 01583  
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES  
Meeting Minutes – January 5<sup>th</sup> 2021

Remote Meeting Via Zoom

Meeting ID: 897 8441 3841

Passcode: 147222

+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 5:07 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 – J. Bricault

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

Motion Seconded – K. Hennessy

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 December board meeting

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

Insurance claims for the Stiles Room flood have been filed as well.

Motion Originator- M.E. Cocks

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

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

- Attended CWMARS Users Council Meeting
- Attended Library Trustees Meeting
- Posted, reviewed applications and interviewed applicants for two library assistant vacancies
- Visited the Shrewsbury public library to review curbside and computer use procedures
- Attended Green Communities Grant project meeting
- Attended introductions for staff and Trustees/Friends SOAR meetings
- Attended Trustees subcommittee meetings
- Met with Roger Harris, Josh and Erik from Rise Engineering to review Green Communities grant projects
- Hosted Green Living group meeting
- Met with strategic planning consultant
- Attended safety committee meeting
- Attended Social Justice CWMARS meeting
- Conducted exit interviews for two employees
- Contacted references for new employees
- Hosted Nonfiction Book Group
- Lead Staff meeting
- Ordered new photocopier
- Met with Rise Engineering to go over logistics of skylight insulation project
- Prepared story times, craft programs for children and teens
- Prepared book discussion groups for readers of all ages
- Participated in SOAR strategic planning exercises
- Developed, and sent out monthly e-newsletter
- Attended workshops and webinars: ILL Monthly Meeting, Beanstack Training, Library H3lp workshop.
- The Library staff hosted 36 programs: 23 live virtual events, with 316 attendees and recorded 15 programs with 210 views
- 27 posts to Facebook- 1,116 page likes
- Children’s Facebook Page 14 posts, 209 page likes
- 0 Tweets and 98 followers on Twitter
- 21 posts to Instagram and 274 followers (+7)
- e-newsletter 1131 Subscribers (+3), 29.4% opens
- The staff registered 4 West Boylston residents and 0 nonresidents for new or replacement cards and added 263 physical materials during the month. The total number of registered resident cardholders is 3,481
- Light department on site to review light fixture that was taken down for the drain project
- Leak from a fan coil unit in children’s room, dripped through ceiling tile into Young Adult (teen) area
- New England Mechanical on site to repair leaking valve
- Library closed early due to winter storm
- AH2 found not working December 11, 2020, New England Mechanical on site to repair
- Water department on site for backflow test

- Two trees removed by Light Department on Central Street- near drain and meeting room door
- AH2 found not working December 18, 2020, New England Mechanical on site to repair AH2
- CWMARS on site to install new switch
- Elevator inspection
- Water department on site for backflow test
- Meetings with Credence Web Services to go over website work
- Internet not working, found a failure in the switch
- CWMARS on site to replace new switch
- New England Mechanical repair leaking canvas on AH1

## **Old Business**

- Long Range Plan update – the staff and trustees attended the SOARs meeting on this subject with the consultant and it was very well received
- 2020 Technology Upgrades update – new WiFi Switch has been installed which will provide better coverage throughout the building, and a new Canon printer/copier has been ordered for the Stiles Room that will also work with the coin-op machine.
- Covid-19- impacts on library services – copy and printing services were announced to the public, patrons have been happy with the service as tax season approaches. Possible outdoor story time by the children's librarian. The Friends of the Beaman Library ask about an outdoor book sale sometime in the summer?
- Water damage updates: Condensation Flood Friday, June 19 & Meeting room Flood Wednesday July 1, 2020 – the DPW and Light Department were on site on Tuesday January 5, 2021 to start digging to access the drain pipe. The carpet is ready to be installed and the air/mold testing can happen. A leak occurred in the sprinkler system; a few sprinkler heads need to be replaced as well as adding an expansion tank to the system to avoid future leaks before the annual inspection later this month.
- Grants update: Green Communities – Rise Engineering has been installing insulation in the attic, around the skylight in the stairway and above the play area, and later installing a variable speed drive on the circulating pumps on the boilers in the basement.

## **New Business**

- Update from reopening sub-committee – K. Hennessy gave a quick update from the last meeting of the sub-committee.
- Review budget draft – the draft of the budget was circulated to the board to review, both a level funded and level service budget, these budgets are due back to the town on January 15<sup>th</sup>
- Director's Annual Review – would be great to have it done by April 2nd 2021 which would be Anna Shaw's anniversary in her position as Director. The form will be distributed to the board, Director, the Friends of the Library and a couple members of staff by the Chair of the Board

Trustee Reports and Communications – None

Next Meeting – February 9th 2021 at 5PM via Zoom.

Motion Originator – J. Bricault

Motion Description - Adjourn Meeting at 6:45 PM

Motion Seconded – M. E. Cocks

J. Bricault- Yes

M.E. Cocks- Yes

K. Halpin- Yes

K. Hennessey- 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