



Town of West Boylston  
140 Worcester Street, West Boylston, Massachusetts 01583  
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES  
Meeting Minutes – February 9th 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 Hennessey, Sharon Hennessey, Patrick Novia

Members Absent- None

Library Director - Anna Shaw

Convened by Chair K. Halpin at 5:04 PM

J. Bricault- Here

M.E. Cocks- Here

K. Halpin- Here

K. Hennessey- Here

P. Novia- Here

A. Shaw- Here

Attendance confirmed by roll call by Clerk P. Novia

Motion Originator – S. Hennessey

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

Motion Seconded – K. Hennessey

Roll Call Vote-

J. Bricault- Yes

M.E. Cocks- Yes

K. Hennessey- Yes

P. Novia- Yes

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

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 January

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 January by Clerk P. Novia

- Attended Trustees subcommittee meeting
- Hosted Green Living group meeting
- Meetings with strategic planning consultant
- Hosted Nonfiction Book Group
- Lead Staff meeting
- Found leaking sprinkler head
- On site for skylight/attic insulation Green Communities project
- Drain digging project- communications with insurance adjuster, DPW director, contractors
- Worked on IT reconfiguration
- Attended Friends meeting
- Attended CIPA compliance meeting
- Met with girl scout to discuss silver award project
- Hosted Meditation program
- Sent end of year tax letters
- Attended Library Directors meeting
- Prepared and Submitted preliminary 2022 budget (draft has been distributed to the board)
- Trained 2 new employees
- Updated HVAC agreement to include quarterly visits for air handling units
- Coordinate with Fire department to review sprinkler projects and problems
- Prepared story times, craft programs for children and teens
- Prepared book discussion groups for readers of all ages
- Developed, and sent out monthly e-newsletter, worked on quarterly print newsletter
- Attended workshops and webinars: Annual Resource Sharing Meeting, Catalogers Connect, How to: Among Us, Embedding Equity Diversity Inclusion into literary programming
- The Library staff hosted 52 programs for 496 patrons: 30 live virtual events, with 244 attendees and recorded 22 programs with 252 views
- Assisted 4 patrons with printing or faxing services.
- Prepared 19 book bundles: 10 for adults and 9 for children.
- 29 posts to Facebook- 1,115 page likes
- Children’s Facebook Page 24 posts, 221 page likes
- 1 Tweets and 98 followers on Twitter 27 posts to Instagram and 287 followers (+13)
- e-newsletter 1132 Subscribers (+1), 26.6% opens
- The staff registered 2 West Boylston residents and 0 nonresidents for new or replacement cards and added 226 physical materials during the month. The total number of registered resident cardholders is 3,465
- Green Communities Project: Skylight/Attic Insulation were completed
- Found leaking sprinkler heads in antifreeze loop
- Contractor /DPW on site to dig up clogged drain on Central Street
- Power outage during drain digging, fixed that day by the light department
- ServiceMaster- Asbestos testing in meeting room
- New copier delivered for the meeting room, ready to be installed
- Sprinkler inspection- missing placard, and leaking in FDC connection

- AH2 not working, New England Mechanical was on site for another fix
- Carpet in meeting room removed, and will be replaced on Wednesday February 10<sup>th</sup> 2021
- Metro Group Water Monitoring
- Fire Chief, Deputy Fire chief on site to review sprinkler problems

### **Old Business**

- Long Range Plan update – Anna is still working with the consultant, writing about what is going on at the library, especially during the COVID-19 pandemic has been difficult. Drafts of this document has been circulated to several other staff members for their input as well. Still on target to be completed by the fall deadline.
- Technology Upgrades update – the plan is to move some computers down to the meeting room for patron use, new Microsoft 360 licenses have been bought for a better server-less network.
- Covid-19- impacts on library services – advertising on the curbside bags for other services that the library offer has been started this past month.
- Water damage updates: Condensation Flood Friday, June 19 & Meeting room Flood Wednesday July 1, 2020 – the new carpet will be installed on February 10<sup>th</sup>, and will be completed in one day. The DPW is on alert to clear the sidewalks around the building after the snow storm on February 9<sup>th</sup>. Another company will be in on Thursday February 11<sup>th</sup> to move around some furniture in the meeting room so that the computers can be moved.
- Grants update: Green Communities – new insulation in the attic, the variable speed pump has been back-ordered which means that the project may not be completed in time for the parameters of the grant specifications.
- Update from sub-committee – Karen gave a quick update from the reopening committee meeting.
- Director's Annual Review – the Chair of the Board has sent the document to the rest of the board, the Director, members of staff and the President of the Friends Board for their completion.

### **New Business**

- Goals for the Selectboard/ Town Administrator – the board will send its requests individually via email to the town administrator
- FY 2020 Annual Report – a draft document has been sent out to the board for review

Trustee Reports and Communications – None

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

Motion Originator – J. Bricault

Motion Description - Adjourn Meeting at 6:37 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