



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

Members Absent- None

Library Director - Anna Shaw

Convened by Chair K. Halpin at 5:01 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 February 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 February 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 February

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 February by Clerk P. Novia

The Director:

- Meetings with Fire Department to discuss fire suppression systems
- Budget meeting with Town Administrator
- Developing reopening plans, procedures
- Attended Trustees subcommittee meetings
- Attended Library Director’s meeting
- Attended MIIA workshop: Performance Discussions
- Attended Library Trustees Meeting
- Hosted Green Living group meeting
- Attended meetings with strategic planning consultant
- Lead staff meeting
- Coordinated with American Friends of Kenya for book donation
- Attended webinar: Ebooks on a budget
- Met with representatives from the Health Department
- Hosted Nonfiction Book Group
- Lead Staff meeting
- Training new employees
- Meetings with Gale & Newsbank
- Prepared story times, craft programs for children and teens
- Prepared book discussion groups for readers of all ages
- Promoted Black History Month, Love Your Library Month
- Mailed print spring newsletter, prepared monthly e-newsletter.
- Attended workshops and webinars: Moving from Face to Face to Webcam, Chose Love Movement, American Sign Language Workshop, Performance Discussions, Embrace Race: Drawing across the color line, Collaborative Summer Library Programming Brainstorming.
- The Library staff hosted 43 programs for 455 patrons: 19 live virtual events, with 286 attendees and recorded 24 programs with 169 views
- Assisted 5 patrons with printing or faxing services
- Prepared 7 book bundles for adults
- 32 posts to Facebook: 1,119 page likes
- Children’s Facebook Page 38 posts: 234 page likes
- 0 Tweets and 99 followers on Twitter
- 27 posts to Instagram and 303 followers (+16)
- e-newsletter 1123 Subscribers (-9), 32.5% opens
- The staff registered 6 West Boylston residents and 0 nonresidents for new or replacement cards and added 328 physical materials during the month. The total number of registered resident cardholders is 3,388
- Inspections with Fire Department in attic- found black spots on bathroom ceiling and corrosion on sprinkler pipe bolts
- Snow delay, open at 12 on Feb 2
- Ramp closed due to ice Feb 3-12
- Closed at 5 pm due to snow Feb 9

- Fire department removed snow and ice buildup on Newton St side of building, over ramp
- Cogswell sprinkler on site to quote sprinkler repairs
- Atkinson carpet replaced carpet
- Impact Fire for sprinkler repair- replace sprinkler heads, antifreeze and clean corroded bolts
- Phones moved to new switch by Connectivity Point
- Servicemaster on site to move furniture
- Servicemaster returned cleaned rug
- Camera installed in Stiles Room
- Light department replaced light fixture on Central St near drain
- Canon technician installed copier
- Building inspector reviewed Stiles room repairs
- Health Department visit
- Elevator inspection
- Booksale cleanup from last August, had to be delayed because of work being done in the Stiles Room

OLD BUSINESS

- Water damage report: Condensation Flood, Meeting Room Flood, Gutter screens which will be installed on the downspouts.
- Technology Upgrades- CWMARs has taken over the network, Microsoft 365 licenses have been purchased and will be installed and will also be used for the anti-virus program. The new Canon Printer/Copier has been installed down in the Stiles Room and is operational.
- Library services – by appointment sessions have begun and are going very well
- Re-Opening Committee Report
- Director's Annual Review – the Chair is putting this together for next month
- Long Range Plan
- Green Communities Grant projects – Rise Engineering was on site for the installation of the Variable Speed Drive

NEW BUSINESS

- Selectboard Meeting
- Budget 2022 – the level fund budget that the Director has prepared is still the budget that we will be working with
- Upcoming Election – two people have pulled papers to run in June

Trustee Reports and Communications – None

Next Meeting – April 6th 2021 at 5PM via Zoom.

Motion Originator – J. Bricault

Motion Description - Adjourn Meeting at 7:20 PM

Motion Seconded – K. Hennessy

J. Bricault- Yes
M.E. Cocks- Yes
K. Halpin- Yes
K. Hennesy- 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