



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – April 6th 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 5:03 PM

J. Bricault- Here

M.E. Cocks- Here

K. Halpin- Here

S. Hennessey- Here

K. 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 March 9th board meetings

Motion Seconded – S. Hennessey

Roll Call Vote-

J. Bricault- Yes

M.E. Cocks- Yes

S. Hennessey - Yes

K. Hennessey- Yes

P. Novia- Yes

Motion Results - unanimously voted via roll call to accept the minutes from the March 9th board meeting

Motion Originator – J. Bricault

Motion Description - to accept the minutes from the March 16th board meetings

Motion Seconded – S. Hennessey

Roll Call Vote-

J. Bricault- Yes

M.E. Cocks- Yes

S. Hennessey - Yes

K. Hennessy- Yes

P. Novia- Yes

Motion Results - unanimously voted via roll call to accept the minutes from the March 16th 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 March

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 February by Clerk P. Novia

The Director:

- Continuously developing reopening plans, procedures
- Regular communications with representatives from the Health Department
- Meetings with neighboring Libraries, consortium and others to develop and implement best practices
- Prepared and Submitted Annual Report
- Prepared cut budget scenario for Town Administrator
- Attended Trustees subcommittee meetings
- Attended Quipu card solution webinar
- Attended Library Trustees Meetings
- Attended Selectboard Meetings
- Hosted Green Living group meeting
- Attended meetings with strategic planning consultant
- Attended CWMARS Users Council Meeting
- Lead staff meeting
- Hosted Nonfiction Book Group
- Prepared story times, craft programs for children and teens
- Prepared book discussion groups for readers of all ages
- Promoted Women's History Month
- Attended workshops and webinars: Engaging on Social Media, Quipu ecard solution, Collection Lifecycle, Diversity's Rainbow.
- The Library staff hosted 41 programs for 468 patrons: 32 live virtual events, with 383 attendees and recorded 9 programs with 84 views
Assisted 5 patrons with printing or faxing services
Prepared 7 book bundles for adults, 34 posts to Facebook: 1,128 page likes +9

- Children's Facebook Page 12 posts: 245 page likes +11
- 0 Tweets and 100 followers on Twitter
- 29 posts to Instagram and 317 followers (+14)
- e-newsletter 1149 Subscribers (+26), 25.7% opens
- The staff registered 2 West Boylston residents and 0 nonresidents for new or replacement cards and added 387 physical materials during the month.
- The total number of registered resident cardholders is 3,374
- VFD drives installed and programmed for circulating pumps
- Zone 18 alarm battery replaced
- State boiler inspection performed
- Quarterly maintenance performed on Air Handler Unit
- New England Mechanical diagnosed exhaust fan failure, parts ordered for replacement
- Sidewalks installed on far side of Newton Street

OLD BUSINESS

- Water damage report: Condensation Flood, Meeting Room Flood, Gutter screens – the drain repair bill has been sent and as it turns out the Library will be responsible to pay for out of the building maintenance account. The other repairs will be submitted to the insurance company for compensation. The gutter screens will be installed on the roof over the downspouts some time in the summer, possibly in the next fiscal year.
- Technology update – See the Directors Report.
- Library services – the Library is officially open to patron browsing in certain areas during the regular operating hours.
- Re-opening committee Report – None
- Director's Annual Review – has been completed but is in its editing phase and will be presented at the next board meeting, a section that is focused on COVID-19 might be added because of its effect this past year.
- Long Range Plan – the focus group met on April 1st with consultant.
- Green Communities Grant projects – the variable speed pumps have been installed and programmed; they just need to be certified.
- Budget – the annual meeting with FINCOM is coming up, and some requests include - the HVAC system, including new boilers, and replacing the rubber roof.
- Selectboard Meeting – the board feels that the meeting with the Selectboard went very well, the overall feeling was that less was absolutely more in this case. It is important to work well together and act as allies and as a team to best meet the needs of the townspeople.

NEW BUSINESS

- Front lawn accessibility – wheelchair accessibility – an accessibility expert has been contacted and a moveable wheelchair ramp will be purchased which can be used during programming on the front lawn.

Trustee Reports and Communications – None

Next Meeting – May 5th 2021 at 7PM via Zoom.

Motion Originator – J. Bricault

Motion Description - Adjourn Meeting at 6:05 PM

Motion Seconded – S. Hennessey

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