



Town of West Boylston  
140 Worcester Street, West Boylston, Massachusetts 01583  
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES  
Meeting Minutes – June 8<sup>th</sup> 2021

Remote Meeting Via Zoom

Meeting ID: 897 8441 3841

Passcode: 147222

+1 646-558-8656 (New York)

Members Present - Kate Halpin, Stephanie Hannum, Karen Hennessy, Sharon Hennessey, Tammy Hubbard, Patrick Novia

Members Absent- None

Library Director - Anna Shaw

Convened by Chair K. Halpin at 5:05 PM

K. Halpin- Here

S. Hannum- Here

S. Hennessey- Here

K. Hennessy- Here

T. Hubbard- Here

P. Novia- Here

A. Shaw- Here

Attendance confirmed by roll call by Clerk P. Novia

Board Reorganization

Chair – K. Halpin

Nominated by P. Novia

Seconded by S. Hennessey

Roll Call Vote

S. Hannum – yes

S. Hennessey – yes

K. Hennessy – yes

T. Hubbard – yes

P. Novia – yes

Vice Chair – K. Hennessy

Nominated by K. Halpin

Seconded by S. Hennessey

Roll Call Vote

S. Hannum – yes

S. Hennessey – yes

K. Hennessy – yes

T. Hubbard – yes  
P. Novia – yes

Clerk – P. Novia  
Nominated by K. Halpin  
Seconded by K. Hennessey

Roll Call Vote  
K. Halpin – yes  
S. Hannum – yes  
S. Hennessey – yes  
K. Hennessey – yes  
T. Hubbard – yes

Municipal Building Committee Rep. – S. Hannum  
Nominated by K. Halpin  
Seconded by S. Hennessey

Roll Call Vote  
K. Halpin – yes  
S. Hennessey – yes  
K. Hennessey – yes  
T. Hubbard – yes  
P. Novia – yes

The regular meeting agenda paused and adjusted to talk with Gary Kellaheer, Director of Public Works to talk about the front sidewalk repair and adding a 12x5 ~ foot wheelchair ramp to ensure accessibility to the front lawn, the work will be completed by D'Ambrosio Landscaping and Construction over the summer months.

Motion Originator – K. Hennessey  
Motion Description – to allow Anna Shaw, along with Tammy Hubbard and Patrick Novia to make all decisions on the sidewalk and ramp projects on behalf of the Board of Trustees  
Motion Seconded – S. Hannum

Roll Call Vote-  
S. Hannum- Yes  
T. Hubbard- Yes  
S. Hennessey - Yes  
K. Hennessey- Yes  
P. Novia- Yes

Motion Results – to allow Anna Shaw, along with Tammy Hubbard and Patrick Novia to make all decisions on the sidewalk and ramp projects on behalf of the Board of Trustees

Motion Originator – S. Hubbard

Motion Description - to accept the minutes from the May 5th 2021 board meeting

Motion Seconded – S. Hennessey

Roll Call Vote-

S. Hannum- Yes

T. Hubbard- Yes

S. Hennessey - Yes

K. Hennessy- Yes

P. Novia- Yes

Motion Results - unanimously voted via roll call to accept the minutes from the May 5<sup>th</sup> 2021 board meeting

Financial Statements – the library internal records and statements match with the town accountants' records

Motion Originator- S. Hennessey

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

Motion Seconded- S. Hannum

Roll Call Vote-

S. Hannum- Yes

T. Hubbard- Yes

S. Hennessey - Yes

K. Hennessy- Yes

P. Novia- Yes

Motion Results – unanimously voted by roll call to accept the Library Director's report from May by Clerk

P. Novia

### **The Directors Report**

- Continuously developing and updating reopening plans, procedures, schedules
- Meetings with neighboring Libraries, consortium and others to develop and implement best practices
- Attended Trustees subcommittee meetings
- Attended Library Trustees Meeting
- Attended meetings with strategic planning consultant
- Led Staff meetings
- Hosted Nonfiction Book Group
- Switched to summer Saturday hours
- Prepared communications to notify community of changes to library hours
- Meetings with staff to discuss mission statement, goals, and other strategic planning activities.
- Annual performance evaluations for 3 staff
- Prepared story times, craft programs for children and teens
- Prepared book discussion groups for readers of all ages
- Hosted poetry, meditation, book discussions, and other programs on Zoom

- Attended workshops and webinars: Massachusetts Library Association Conference: Food Programming, Early Literacy Storytimes, Community Connections: Crossing the Generational Divide, Passive programming, Mental Health Awareness
- The library staff hosted 30 programs with 228 patron attendance - 22 live virtual events, and 4 recorded programs
- Assisted 4 patrons with printing or faxing services
- Prepared 11 book bundles: 3 for adults, 6 for children and 2 book boxes for teens
- 28 posts to Facebook: 1,138 page likes +9
- Children's Facebook Page 13 posts: 269 page likes +14
- 0 Tweets and 100 followers on Twitter
- 24 posts to Instagram and 330 followers (+5)
- e-newsletter 1146 Subscribers (+1), 24.2% opens
- The staff registered 2 West Boylston residents and 3 nonresidents for new or replacement cards and added 229 physical materials during the month. The total number of registered resident cardholders is 3,366
- RISE engineering on site for energy study
- Conversations with DPW director to discuss sidewalks and accessibility improvements
- RISE Engineering inspection of variable speed drives on circulation pumps
- Barnard Roofing installed gutter screens
- Barnard Roofing inspected roof and repaired leaks
- Connor signs and graphics installed memorial plaque
- Met with vendor to discuss repairs to doors
- West Boylston Water Department back flow inspection
- Heat Switchover, filters changed throughout the building

## **OLD BUSINESS**

- Library services and Re-Opening Committee Report - the library has started back to "normal" summer hours and patrons have responded very well. The new Canon copier that was purchased for the meeting room has been moved to the Children's floor, the coin-op machine is back on the main floor copier for patron use, and the computers are available for patron use as well. The Non-Fiction room down stairs is also open. The Stiles room is still being used for some computer use, at least until the end of the month. The director would like to bring back volunteers as soon as possible. Amnesty Mode is still being used for check-in and check-out, no late fees which seems to be the way that many libraries have been operating.
- Long Range Plan- Mission Statement & Strategic Plan

Motion Originator- K. Hennessy

Motion Description- to accept and adopt the Strategic Plan for Fiscal Years 2023 – 2027

Motion Seconded- S. Hannum

Roll Call Vote-

S. Hannum- Yes

T. Hubbard- Yes

S. Hennessey - Yes

K. Hennessy- Yes

P. Novia- Yes

Motion Results – voted unanimously to accept and adopt the Strategic Plan for Fiscal Years 2023 – 2027

Motion Originator- P. Novia

Motion Description- to accept and adopt the newly revised Mission statement as written – “The Beaman Memorial Public Library enriches the community by connecting people and information via access to resources, programming, and services in the heart of West Boylston.”

Motion Seconded- S. Hannum

Roll Call Vote-

S. Hannum- Yes

T. Hubbard- Yes

S. Hennessey - Yes

K. Hennessy- Yes

P. Novia- Yes

Motion Results – voted unanimously to accept and adopt the newly revised Mission statement as written – “The Beaman Memorial Public Library enriches the community by connecting people and information via access to resources, programming, and services in the heart of West Boylston.”

- Front lawn accessibility project
- Annual review of signatures policy
- Review and vote on Signature Authority for bills and payroll
- Last year’s Signature Authority Policy- Set the signature policy for the bill sheet to be two signatures, at least one must be a Trustee and the second may include the Director, Assistant Director, or the Head of Children’s Services. Payroll may be signed by the Director, Assistant Director or the Head of Children’s Services.

Motion Originator- K. Hennessy

Motion Description- to Set the signature policy for the bill sheet to be two signatures, at least one must be a Trustee and the second may include the Director, Assistant Director, or the Head of Children’s Services. Payroll may be signed by the Director, Assistant Director or the Head of Children’s Services.

Motion Seconded- S. Hennessey

Roll Call Vote-

S. Hannum- Yes

T. Hubbard- Yes

S. Hennessey - Yes

K. Hennessy- Yes

P. Novia- Yes

Motion Results – unanimously voted Set the signature policy for the bill sheet to be two signatures, at least one must be a Trustee and the second may include the Director, Assistant Director, or the Head of Children’s Services. Payroll may be signed by the Director, Assistant Director or the Head of Children’s Services by roll call by Clerk P. Novia

## **NEW BUSINESS**

- A Patron has generously proposed a plan to replace the bushes in front of the library, but the proposed plan involves rubber mulch and non- native plants.
- Request from professor at Colby College to use reproductions of David Lee Child and Lydia Maria Child paintings in the forthcoming book

Motion Originator- K. Hennessy

Motion Description- to allow the Professor at Colby College to use reproductions of David Lee Child and Lydia Maria Child paintings in the forthcoming book

Motion Seconded- S. Hannum

Roll Call Vote-

S. Hannum- Yes

T. Hubbard- Yes

S. Hennessey - Yes

K. Hennessy- Yes

P. Novia- Yes

Motion Results – voted unanimously to allow the Professor at Colby College to use reproductions of David Lee Child and Lydia Maria Child paintings in the forthcoming book

**Trustee Reports and Communications** – sunshine fund- \$20 from each Trustee to refill the account

**Next Meeting** –ice cream social for Janet and Mary Ellen at the Library on July 19<sup>th</sup> 2021 at 3pm followed by a Trustee Meeting at 5:15pm

Motion Originator – K. Hennessy

Motion Description - Adjourn Meeting at 7:10 PM

Motion Seconded – S. Hennessey

Roll Call Vote-

S. Hannum- Yes

T. Hubbard- Yes

S. Hennessey - Yes

K. Hennessy- 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