



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – July 26th 2021

Remote Meeting Via Zoom

Meeting ID: 810 9094 8156

Passcode: 273090

Dial by location (phone): +1 929 205 6099 US (New York)

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

Members Absent- T. Hubbard

Library Director - Anna Shaw

Convened by Chair K. Halpin at 5:05PM

List of those present, as read by the Chair, K. Halpin

K. Halpin -- Here

S. Hannum -- Here

S. Hennessey – Here

K. Hennessy – 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 June board meeting

Motion Seconded – K. Halpin

Roll Call Vote-

S. Hannum- Yes

S. Hennessey - Yes

K. Hennessy- Yes

P. Novia- Yes

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

Financial Statements – the library internal records and statements match with the town accountants' records for the month of June, which was the end of the fiscal year.

Motion Originator- S. Hennessey

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

Motion Seconded- K. Hennessy

Roll Call Vote-

S. Hannum- Yes

S. Hennessey - Yes
K. Hennessey- Yes
P. Novia- Yes

Motion Results – unanimously voted by roll call to accept the Library Director’s report from June by Clerk P. Novia

The Director:

- 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
- Meetings with staff to discuss mission statement, goals, and other strategic planning activities
- Conducted annual performance evaluation
- End of year activities, reports, spreadsheets
- Attended Continuation of Operations Meeting for town employees at Senior Center
- Met with new Trustees
- Attended CWMARS Users Council meeting
- Attended ARIS workshop to learn about changes to statewide reporting
- Meeting with Lancaster Library and Board of Health to discuss upcoming program
- Prepared story times, craft programs for children and teens
- Prepared book discussion groups for readers of all ages
- Hosted programs in person or on Zoom
- Attended workshops and webinars: OWL lab demo, the Continuous growth mindset, Libby Training, Adult programming roundtable, Playful learning in the Library
- The Library staff hosted 30 programs with 416 patron attendance: 7 in person events, 12 live Zoom events 4 take and make crafts and 7 prerecorded programs, Staff prepared 7 book bundles: 2 for adults, 2 for children and 3 book boxes for teens
- 24 posts to Facebook: 1,141 page likes +3, Joey Gibson: popular post
- Children’s Facebook Page 15 posts: 288 page likes +19, Popular posts: summer reading, story walk
- 0 Tweets and 102 followers on Twitter +2
- 22 posts to Instagram and 337 followers (+7)
- e-newsletter 1153 Subscribers (+7), 27.1% open rate
- The staff registered 21 West Boylston residents and 6 nonresidents for new or replacement cards and added 522 physical materials during the month. The total number of registered resident cardholders is 3,365
- Rise engineering subcontractor installed insulators on VFD drive pump
- Front doors varnished
- Sprinkler repairs on fire department connection completed
- Elevator inspection and pre-inspection checklist completed
- Canon copier moved to children’s room

- Computer use resumed on the main floors
- American Alarm on site for attic smoke alarm, Sensor cleaned
- Work with DPW Director and D'Ambrosia to plan concrete repairs to front walkway and accessible concrete ramp access to patio area

OLD BUSINESS

- Library services – The library is still checking in items in amnesty mode (no fines). Curbside service is still being offered, computer and printer/copier use is available and has been well received by patrons.
- Re-opening committee Report – K. Hennessy gave an update on things discussed by the re-opening committee - the committee has talked about staff and patrons wearing masks. Adding seating, and computer use, and whether groups will be able to use the library meeting room for programming
- Front lawn accessibility project – the new ramp and the new concrete will be installed on Monday July 30th 2021
- Front Garden Donation – the Director has decided to accept the donors original plan, with natural wood mulch, the DPW may be willing to maintain the garden moving forward, installation of the garden should take place in the fall of this year

NEW BUSINESS

- Staffing – one employee resigned, and Monica Campbell has been hired and will start August 3rd
- Fall Booksale – will be held the weekend of September 11th and 12th and could be held inside the Stiles Meeting Room as well as outside on the front lawn, or a combination of both
- Friends of the Library Gift – the Friends have a surplus in their accounts at the end of the fiscal year and has asked the Director what the library would like or need, the suggestions are an online reservation system for museum and other passes, an OWL device for meetings or programs which would allow for online streaming and participation, a new book drop box, and a self-check out station.

Trustee Reports and Communications – None

Next Meeting – September 7th 2021 at 5PM

Motion Originator – K. Hennessy

Motion Description - Adjourn Meeting at 6:35PM until the next meeting

Motion Seconded – S. Hennessey

Roll Call Vote-

S. Hannum- 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