



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – September 7, 2021

Remote Meeting Via Zoom

Meeting ID: 868 7035 8425

Passcode: 481240

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

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

Members Absent- P. Novia

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

T. Hubbard – Here

A. Shaw – Here

Attendance confirmed by roll call by Trustee, S. Hennessey

Motion Originator – K. Hennessey

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

Motion Seconded – S. Hannum

Roll Call Vote-

S. Hannum- Yes

S. Hennessey - Yes

K. Hennessy- Yes

T. Hubbard - Yes

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

Financial Statements – the library internal records and statements match with the town accountants' records for the months of July and August.

Motion Originator- K. Hennessey

Motion Description- to accept the Library Director's reports from July and August

Motion Seconded- S. Hannum

Roll Call Vote-

S. Hannum- Yes
S. Hennessey - Yes
K. Hennessy- Yes
T. Hubbard - Yes

Motion Results – unanimously voted by roll call to accept the Library Director’s report from July and August by Trustee, S. Hennessey

The following activities were highlighted by the Director:

- The staff registered 25 West Boylston residents and 12 nonresidents for new or replacement cards during the month of June. During August, the staff registered 22 West Boylston residents and 2 nonresidents for new or replacement cards. This is a large amount compared to other months. As of August 31, 2021, the total number of registered cardholders is 3,377.
- 199 children participated in the 2021 Summer Reading Program

Activities

- Mike Edwards was on site in July for an accessibility survey. The survey was conducted on all town facilities and buildings.
- American Alarm responded to attic duct smoke alarm

Personnel

- There was one employee resignation in August

OLD BUSINESS

- Library services – Curbside services are no longer being offered. A library staff member tested positive for COVID. No contact tracing is required. Library staff wear masks during all public interactions; patron mask use is recommended and requested. Compliance with this request is inconsistent.
- Re-opening committee Report – K. Hennessy gave an update on topics discussed by the re-opening committee. We currently provide about ½ box of masks per week. The committee discussed how staff would enforce mask use if the Board of Health issues a town-wide mask mandate
- Front lawn accessibility project – the new ramp and the new concrete may be installed by September 10, 2021
- Staffing – We had two resignations during the summer and two new employees have been hired. One has started and one starts on 9/10/2021.
- Friends of the Library Book Sale and Gift – The Book Sale will be held outdoors on Saturday, September 11, 2021, weather-permitting. The Friends would like to buy the library a gift; Anna has several ideas.

NEW BUSINESS

- RISE Engineering Energy Proposal review – A meeting is scheduled for Tuesday, September 14, 2021. Karen Hennessy will attend with Anna.
- Circulating Hot Spots – provided for free by the MBLC.

Motion Originator- K. Hennessey
Motion Description- to accept the Hot Spot Lending Policy
Motion Seconded- S. Hennessey

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

Motion Results - unanimously voted via roll call to accept the Hot Spot Lending Policy

- Upcoming Holidays- The library will be closed on the following days:
Thursday, November 11, 2021 Veteran's Day
Early closure (5 PM) on Wednesday, November 24, 2021 - day before Thanksgiving
Thursday, November 25, 2021 – Thanksgiving
Friday, December 24, 2021 – Christmas Eve
Saturday, December 25, 2021 – Christmas Day
Friday, December 31, 2021 – New Year's Eve
Saturday, January 1, 2022 – New Year's Day

Motion Originator- K. Hennessey
Motion Description- to approve upcoming holiday closures or early closure
Motion Seconded- S. Hennessey

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

Motion Results - unanimously voted via roll call to approve the holiday hours as stated above

- Meeting Schedule 2022 – dates will be presented and discussed at our October 5, 2021 meeting.
- October Town Meeting – not yet decided whether the Town Meeting will be held inside or outside. Several dates have been proposed. Anna will prepare a letter to be distributed at the Town Meeting.
- Facilities Manager – It is unclear whether the Town will go forward with plans to hire a part-time Facilities Manager.

Trustee Reports and Communications – None

Next Meeting – October 5, 2021 at 5PM

Motion Originator – S. Hannum
Motion Description - Adjourn Meeting at 7:00PM until the next meeting

Motion Seconded – K. Hennessy

Roll Call Vote-

S. Hannum- Yes

S. Hennessey - Yes

K. Hennessy- Yes

T. Hubbard- Yes

Motion Results - unanimously voted by roll call taken by Trustee S. Hennessey to adjourn until the next meeting.

Respectfully Submitted,

Sharon Hennessey

Trustee