



Town of West Boylston  
140 Worcester Street, West Boylston, Massachusetts 01583  
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES  
Meeting Minutes – October 5th 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 5:02 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

Motion Originator – K. Hennessy

Motion Description - to accept the minutes from the September 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 September board meeting, save one line item that was posted to the wrong account.

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

Motion Originator- K. Hennessy

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

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 September by Clerk P. Novia

- 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
- Led Staff meetings
- Hosted Nonfiction Book Group
- Prepared communications to notify community of changes
- Work with DPW Director and D’Ambrosia to plan concrete repairs to front walkway and accessible concrete ramp access to patio area
- Hiring activities and exit interview for one employee
- Annual action plan update activities with staff consultant
- Coordinated with Town Administrator and Board of Health
- Coordinated book sale activities with Friends of the Library
- Green communities’ meetings
- Review of HVAC energy report
- Compiled Library statistics for USDA site review
- Compiled information and submitted State Aid compliance report and attestation to Massachusetts Board of Library Commissioners
- Attended Friends meeting
- Exit interview for one employee
- Hiring process begun for new custodian
- 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: ILL community Chat, First Aid Training
- The Library staff hosted 33 programs with 203 patron attendance: 17 in person events, 8 live Zoom events 2 take and make crafts and 6 prerecorded programs
- 30 posts to Facebook: 1,170 page likes +8
- Children’s Facebook Page 4 posts: 317 page likes +14
- 0 Tweets and 102 followers on Twitter
- 25 posts to Instagram and 354 followers (+5)
- e-newsletter 1,223 Subscribers (+0), 30.2% open rate
- The staff registered 11 West Boylston residents and 1 nonresident for new or replacement cards and added 272 physical materials during the month. The total number of registered resident cardholders is 3,374
- Switch over hours to fall schedule

- Public computers not logging on, server reset
- Library deep cleaned
- EF1 light not working, replaced light bulb
- Town Mask mandate in effect September 15, 2021
- Water department on site to review trap drains in rest rooms
- NEM on site for AH quarterly maintenance
- Fire Chief and Deputy removed batteries from old alarm system
- Keyed book drop picked up for repairs
- Water fountain in children's room leaking.
- Metro on site for water monitoring
- WBMLP and Eversource reviewed HVAC system
- Zone valve actuator in study room malfunctioning

## **OLD BUSINESS**

- Library services – mask mandate is still in place, staff and patrons are happy, generally its quiet and slow but there are also some busy times.
- Re-opening committee Report – Karen provided an update from the re-opening committee, which still meets periodically.
- Front lawn accessibility project – the new concrete ramp was supposed to be installed last week but it has been postponed, should be done by the end of this week.
- Staffing – the library custodian has decided to retire and the Director has posted the job internally and will soon be out to the public. Gary has agreed to fill in until the position is filled.
- October Town Meeting Letter – which was circulated to the trustees. This will be put in the packet that will be handed out to attendees at the October Town Meeting.
- Town Facilities Manager – still no news, the Selectboard wants to put the job posting out to the general public before they make a decision on hiring.
- HVAC Energy study – no news on this other than the Director had a meeting with the light department and Eversource.
- Meeting Schedule 2022 – the proposed meeting schedule was circulated to the trustees

## **NEW BUSINESS**

- Conflict of Interest Law and the Open Meeting Law, Ethics Training – the trustees are expected to complete these tests by November, email the digital certificate to the Town Clerk.

Motion Originator – S. Hannum

Motion Description - Adjourn Meeting at 6:12PM until the next meeting

Motion Seconded – K. Hennessy

Roll Call Vote-

S. Hannum- Yes

S. Hennessey - Yes

K. Hennessy- Yes

T. Hubbard- 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