



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – November 9, 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

Members Absent- Patrick Novia

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- Absent

A. Shaw- Here

Attendance confirmed by roll call by Clerk S. Hannum

Motion Originator – K. Hennessey

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

Motion Seconded – S. Hennessey

Roll Call Vote-

S. Hannum- Yes

T. Hubbard- Yes

S. Hennessey - Yes

K. Hennessy- Yes

K. Halpin- Yes

Motion Results - unanimously voted via roll call to accept the minutes from the October board meeting, no edits/correcting

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 October

Motion Seconded- S. Hennessey

Roll Call Vote-

S. Hannum- Yes

T. Hubbard- Yes

S. Hennessey - Yes

K. Hennessey- Yes

K. Halpin- Yes

Motion Results – unanimously voted by roll call to accept the Library Director’s report from October by S. Hannum

- In person programming has been going very well, sometimes close to full, of 42 programming’s and 390 people
- Delivery statistics completed
- Zone valve actuator in study room malfunctioning last month, replaced this month
- Handyman did some wood varnishing due to extra cleaning
- On Oct. 30 some skateboarders broke the plastic bench outside, police report was filed by a patron earlier in the week and again by A. Shaw this day. Library does have the replacement piece which will be done next month.
- Circulation was steady.
- One employee resignation (custodian) and one exit interview. There is a candidate but pre-employment physical is at least 3 weeks out.

OLD BUSINESS

- **Library services** – mask mandate is still in place, people are still coming in, all chairs are out and spread around for spacing. Children’s room still has very few toys out due to cleaning needs.
- 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 continues to not be completed. Concern regarding the weather and if it will now be too cold. A. Shaw continues to try to get this done.
- **Staffing** – A new custodian has been hired and is expected to start in a few weeks. A Saturday librarian is leaving but will remain on as a substitute.
- **Town Facilities Manager** – still no news
- **HVAC Energy study** – the bill has come and will be paid
- **Conflict of Interest Law and the Open Meeting Law, Ethics Training**- All Trustees completed the required trainings.

NEW BUSINESS

- **Action Plan**: reviewed Action Plan that was developed by A. Shaw and other library members and reviewed with the consultant.

Motion originator- K. Hennessey

Description- to accept action plan

Seconded- S. Hennessey

Roll Call Vote-

S. Hannum- Yes

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

- **Capital Requests:** reviewed the draft completed by A. Shaw
- **Budget:** The town Administrator has asked department heads to prepare both Level Services and Level Funded budgets.
- **Odd Fellows plowing agreement:** The Library will share the cost of plowing and sanding the parking lot again this year.
- **Review of Library and Town's Snow Closure Policy:** Following the town's policy on inclement weather. The Chair, Director and DPW will work together to decide if the Library should close during inclement weather.
- **Town Clerk:** New person has been hired and will be training with the outgoing person soon.
- **Past Trustee:** Mary Ellen received a MBLC Trustee award recently.
- **Patron Concern:** threat from a patron, the police have been notified.

Motion Originator – K. Hennessy

Motion Description - Adjourn Meeting at 6:41PM until the next meeting

Motion Seconded – S. Hennessey

Roll Call Vote-

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

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

Next scheduled meeting December 7, 2021 at 5pm.

Respectfully Submitted,

Stephanie Hannum

Board Member