



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – January 11, 2022

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 5:01 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 December board meeting

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 via roll call to accept the minutes from the December board meeting.

Financial Statements – the library internal records and statements match with the town accountants' records; the Director answered some questions from Board Members.

Motion Originator- K. Hennessy

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

Motion Seconded- S. Hennessey

Roll Call Vote-

S. Hannum- Yes

T. Hubbard- 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 December by Clerk P. Novia

- Attended FinCom meeting
- Attended Library Trustees Meeting
- Attended Trustees Subcommittee
- Led Staff meetings
- Planned and introduced events and programs
- Meeting with Coordinated Family Community Engagement group
- Training new employee
- Coordinated on site vendor activities
- Annual budget activities
- Received many cards, letters, gifts, and thanks for the many ways the Library staff provide outstanding services to the community
- 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: highlights include Stickerboard, Ecotarium Weather program, Books and Blankies, virtual Santa, Craft a day, Mother goose Mittens, teen writing workshop.
- Attended workshops and webinars: Interlibrary Loan community Chat, Youth Mental Health First Aid
- The Library staff hosted 37 programs with 535 patron attendance
- 29 posts to Facebook: 1,182 page likes +2 (Significant posts: Felting workshop, Pringles STEM challenge)
- Children's Facebook Page 12 posts: 333 page likes +4
- 0 Tweets and 99 followers on Twitter
- 23 posts to Instagram and 372 followers (+7)
- e-newsletter 1,234 Subscribers (+1), 33.8% open rate
- The staff registered 9 West Boylston residents and 1 non-residents for new or replacement cards and added 271 physical materials during the month. The total number of registered resident cardholders is 3,382
- Upgrade to Alarm transmitter now using LTE. Removed old alarm
- Lines painted for street parking on Central and Newton Streets
- Fire Chief checked woodpecker hole above Stiles room door with thermal camera for leaks, none found
- RISE engineering on site for more detailed energy study
- Entryway shelves varnished
- Elevator inspection
- Boiler 1 overflow needs attention- flow switch replaced and high-water pressure adjusted

OLD BUSINESS

- Library Services – in person programming has been canceled for the next 2 weeks, and a few have been cancelled through the end of the month.
- Budget – the Director circulated the proposed budget requests (a level funded and a level services) to the board.
- Library Fines Policy Review Vote: roll call vote

Motion Originator - K. Hennessy

Motion Description – to accept the revisions to the Fines Policy.

Motion Seconded – S. Hannum

Roll Call Vote –

S. Hannum- Yes

T. Hubbard- Yes

S. Hennessey - Yes

K. Hennessy- Yes

P. Novia- Yes

Motion Results – the board unanimously voted to accept the revisions to the Fines Policy.

NEW BUSINESS

- Facebook Social Media Archiving – the West Boylston Police Department has agreed to share their archiving account with the Library in order to comply with state regulations.

Motion Originator – S. Hennessey

Motion Description - Adjourn Meeting at 5:50PM until the next meeting

Motion Seconded – S. Hannum

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