



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – March 8, 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 5:04 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 February board meeting.

Motion Seconded – S. Hennessey

With only a couple typos that have been changed, the board unanimously voted to approve the February Meeting minutes.

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 February 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. Hennessey

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

Motion Seconded- T. Hubbard

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 February by Clerk P. Novia

- Attended Library Trustees Meeting
- Led Staff meetings
- Planned and introduced events and programs
- Led non-fiction book discussion
- Coordinated with vendors for repairs and inspections
- Cyber security assessment activities
- Attended Meeting with Town Administrator and Holy Cross to discuss the possible continuation of gift to extend Saturday hours
- Attended meeting with Town Administrator to discuss FY 23 Budget proposal
- Attended meeting with CWMARS to discuss Library technology needs and plan
- Prepared and submitted annual report
- Participated in Holy Cross strategic planning exercise
- Prepared story times, craft programs for children and teens
- Prepared book discussion groups for readers of all ages
- Assisted patrons with Library technology
- Hosted 33 programs for 508 participants. Highlights include: Bee craft, ground hog day craft, scavenger hunt, Yoga, Meditation, Italian Conversation, trivia night, Teen Writing Workshop, 4th Grade outreach at Major Edwards, Mini Golf.
- Attended workshops and webinars: Sensory Groups, Covid Impact on Libraries, Unattended children's workshop, Mental Health First Aid for Adults, Cybersecurity trainings
- Boiler backflow valve continues to leak, EMCOR on site to repair
- Worcester Elevator on site for bi-monthly check
- Wood trim repair around circulation desks
- Old Server equipment collected by vendor

OLD BUSINESS

- Library services – after the town rescinded the mask mandate, the signs at the library have been changed, still asking people to wear masks but aren't pushing the matter. The director is asking the staff is still wearing masks during operation hours. Programming is still being done down in the meeting room, but the reading room off the children's' room is now available for

some smaller programs. Participant numbers are still limited, but those numbers may soon change as needed.

- Budget – the Director has met with the town administrator, and its looking like the level funded budget has been accepted with a slight increase to some budget item lines.
- Holy Cross Gift – the Director met with the Holy Cross Director of Public Relations about the gift, the Director will inform the board when the gift has been confirmed.
- Annual report – no news

NEW BUSINESS

- Staffing – Karen, from the Children’s Room is planning on retiring in June. At least one internal applicant has applied and would be a great fit for the open position. Because of Covid relief funds the Director will be able to hire new employees to work and train with those who will either be leaving the library or take over new positions.

Motion Originator – S. Hennessey

Motion Description - Adjourn Meeting at 5:56 PM until the next meeting (Wednesday April 6, 2022 at 5pm via Zoom)

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