



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – April 6, 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- K. Halpin (joined late at 5:07PM)

Library Director - Anna Shaw

Convened by Chair K. Halpin at 5:05 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 March board meeting.

Motion Seconded – S. Hannum

Motion Results- The Board unanimously voted to approve the March Meeting minutes.

Roll Call Vote-

S. Hannum- Yes

T. Hubbard- Yes

S. Hennessey - Yes

K. Hennessy- Yes

P. Novia- Yes

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 March

Motion Seconded- S. Hennessey

- Attended Library Trustees Meeting
- Attended Trustees Subcommittee Meeting
- Led Staff meetings
- Planned and introduced events and programs
- Led non-fiction book discussion
- Coordinated with vendors for repairs and inspections
- Attended Library Director meeting
- Attended meeting with High School student to discuss internship opportunity
- Attended Worcester Legislative breakfast
- Led Newsletter Planning meeting
- Attended CW MARS Users Council
- Hiring activities and scheduling related to Assistant Children's Librarian, and Library Assistant positions
- Supervised computer installation
- Attended RISE Engineering/EMCOR walkthrough regarding HVAC solution
- Annual review activities
- Prepared story times, craft programs for children and teens
- Assisted patrons with Library technology
- Prepared library materials for circulation at the elementary and middle high schools
- Hosted 56 programs for 812 participants. Outreach at the schools, Dr. Seuss day, Yoga, Meditation, St Patrick's Day STEAM, Paint Pouring for teens, Tiny art show for teens, Italian conversation Circle, and Book Groups
- Attended workshops and webinars: Rebuilding Teen Social Capital, Summer Brainstorming Sessions, Engaging Teens on Beanstack, CMLA Group Writing Roundtable
- MASS COR returned director's chair, and took it back for woodworking damage
- Quarterly maintenance and filter change for Air Handlers
- EMCOR reviewed Vestibule heater and determined new parts were necessary
- Vestibule heater replaced
- Metro Group water monitoring
- EMCOR borrowed a set of blueprints and will share a digitized version
- Circulation and staff desks stained and varnished
- Website moved to new hosting platform
- Meeting with Connor Signs to design new directory signs
- 6 staff computers upgraded
- MASS COR returned second book drop
- Elevator reset after power outage

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 March by Clerk P. Novia

OLD BUSINESS

- Library services – K. Hennessy gave an update from the re-opening committee meeting, including some decisions on mask guidelines. Staff has the option to wear a mask or not, unless they are running a program in the library. Adult patrons also have the option to wear a mask or not, unless they are attending a program. The former limit on attendance for programs has been increased for adults but stays the same for children’s programming. The Summer Kick Off Program was talked about as well, and a juggler has been booked. The concern would be if there is inclement weather, if they program could be held in-doors in the children’s play room.
- Budget – the Director met with FinComm about the budget for the following fiscal year.

FinComm asked a lot of questions about the boilers and the HVAC system, the Rise Engineering and Eversource study will help the library and the town convert the library to a more efficient and green system.

- Holy Cross Gift – the college decided to give \$15,000 a year to the library over 5 years, which is more than the previous 5 year gift of \$12,000 a year.
- Staffing – covered during the Directors Report.

NEW BUSINESS

- Director’s Annual Review – which was distributed to the Board, and was spearheaded by S. Hannum, who was kind enough to compile the reviews that were sent in by the Board of Trustees, the library staff and the Friends Board.
- The Director heard from the Town Administrator that there will be new cross walks in May.

Motion Originator – K. Hennessey

Motion Description - Adjourn Meeting at 6:17 PM 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