



Town of West Boylston  
140 Worcester Street, West Boylston, Massachusetts 01583  
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES  
**Meeting Minutes – June 14, 2022**

Meeting Location - Stiles Room, Beaman Memorial Library  
Members Present - Kate Halpin, Stephanie Hannum (**late arrival at 5:34PM**), Karen Hennessy,  
Sharon Hennessey, Tammy Hubbard, Patrick Novia  
Members Absent- None  
Library Director - Anna Shaw

Convened by Chair K. Halpin at 5:07PM

### **Post-Election Board Reorganization**

#### **Chair**

P. Novia nominated K. Halpin as Chair  
Seconded by K. Hennessy

#### **Vice Chair**

K. Hennessy Self-Nominated herself as Vice Chair  
Second by S. Hennessey

#### **Clerk**

P. Novia self-nominated himself as Clerk  
Second by K. Hennessy

Keys and Alarm Codes – K. Halpin and P. Novia have keys and security codes for emergencies.

Motion Originator – S. Hennessey

Motion Description - to accept the minutes from the May board meeting.

Motion Seconded – K. Hennessy

Motion Results – The Board unanimously voted to approve the May Meeting minutes

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 May.

Motion Seconded- T. Hubbard

Motion Results – unanimously voted to approve the Library Directors Report from May.

- Attended Library Trustees Meeting
- Led Staff meetings
- Planned and introduced events and programs
- Led non-fiction book discussion
- Met with the Town Administrator
- Attended FISP meeting to discuss long range capital needs
- Coordinated with vendors for repairs and inspections, heat switchover
- Drafted remarks for Town Meeting
- Meetings with web developer to discuss improvements and security upgrades
- Updated hours for summer
- End of year activities
- Exit interview with retiring employee
- Training for new employee
- Prepared story times, craft programs for children and teens
- Prepared book discussion groups for readers of all ages
- Assisted patrons with Library technology
- Prepared library materials for circulation at the elementary and middle high schools
- Hosted 64 programs for 780 participants. Highlights: School Outreach, Class visits to the Library, Let's Stick Together, Mother's Day Craft, Books and Blankies, Mother Goose on the Loose
- Attended workshops and webinars: Reimagining school readiness, LGBTQ obstacles to employment
- DPW patched under sidewalk on Newton Street
- YA librarian and teens weeding in front garden bed
- Doorknobs tightened throughout the building
- EMCOR on site to review and correct wrong valve used to replace relief valve
- Heat switchover
- EMCOR on site to review leaking fan coil, determined it was normal operation, and then on a repeat call found a faulty valve, replaced.
- Patron desks varnished
- Electrician replaced circ desk outlet and ballast in stairway
- Elevator repair made to correct operations of door when used in a fire, per state law

## **OLD BUSINESS**

- Library services – going well, very busy. Some issues with adults attending children's programming that don't want to wear masks.
- Budget – the proposed budget was approved at town meeting.
- HVAC study – no news as of June 14<sup>th</sup> 2022
- Friends Technology Funding – no decisions have been made as to what the Friends Group would like to purchase for the library, the meeting to decide this will be held in July.

## NEW BUSINESS

- Letter from patron – a letter from a patron was circulated to the Board about the state of the exterior of the building, especially the plants and gardens, and the paint on the older part of the building. The letter will be forwarded to the West Boylston DPW. A response letter will be drafted.
- Signature Authority – the signature authority sheet was circulated and signed by all The Trustees.
- The Summer Kick-Off Event – 40+ people have signed up and if need be, the event can be held in the Children's Playroom if there is inclement weather.

Motion Originator – K. Hennessy

Motion Description - Adjourn Meeting at 6:49 PM until the next meeting.

Motion Seconded – S. Hennessey

Motion Results - unanimously voted to adjourn until the next meeting.

Next Meeting – August 9<sup>th</sup> 2022

Respectfully Submitted,

*Patrick J. Novia*

Clerk of the Board