



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – August 9, 2022

Meeting Location – Children’s Story Hour Room, Beaman Memorial Library

Members Present - Kate Halpin, Stephanie Hannum, Karen Hennessy, Sharon Hennessey, Tammy Hubbard, Patrick Novia

Members Absent- None

Library Director - Anna Shaw

Assistant Library Director - Lauren Espe

Convened by Chair K. Halpin at 5:02PM

Motion Originator – S. Hannum

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

Motion Seconded – K. Hennessy

Motion Results – The Board unanimously voted to approve the June Meeting minutes, with one correction.

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

Motion Originator- S. Hannum

Motion Description- to accept the Library Director’s reports from June and July.

Motion Seconded- K. Hennessy

Motion Results – unanimously voted to approve the Library Directors Report from June and July.

June.

- 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
- Meetings with web developer to discuss improvements and security upgrades
- Met with outgoing town administrator
- End of year activities
- Attended meeting at town hall with interim town administrator
- Attended ARIS workshop
- Conducted annual performance evaluations for custodian, YA librarian, Head of Children’s services and Assistant Director
- Attended CW/MARS Users Council Meeting
- Met with student accepted into internship program
- Attended State Databases workshop
- Prepared story times, craft programs for children and teens

- Prepared book discussion groups for readers of all ages
- Assisted patrons with Library technology
- Hosted 43 programs for 970 participants. Highlights: Teen Writing workshop, End of school party at the Football Field, Dungeons and dragons, Dinner at the Library, Ukulele Day, Cast Iron Cooking
- Attended workshops and webinars: Cataloging roundtable, Fighting the good fight, Self-care in librarianship.
- Carpets cleaned on main floor
- Roof inspection 4 small holes replaced. Edge metal stripping replaced and one slate tile replaced. Gutters cleaned
- Front doors varnished
- Worcester Elevator Bi-Monthly check
- Building inspector reviewed EIFS and agreed that a solution was needed
- CW/MARS updated computers
- Booksale room dehumidifier replaced
- Zone valve actuator replaced at bottom of green stairs.
- Air handler condensation flood in CR near DVDS, due to blocked condensation drain.
- NEM/EMCOR replaced air filters; they were clogged with pollen.

July.

- Led Staff meetings
- Planned and introduced events and programs
- Led non-fiction book discussion
- Coordinated with vendors for repairs and inspections
- Attended Friends Meeting
- Led Registration Policy Review Meetings
- Led services review meeting
- Led Collection Development Policy Meeting
- Met with Professor Jill Lepore and provided tour of Library including West Boylston Room, Lydia Maria Childs collection and Old Farmer's Almanac (pod cast – Last Archive)
- Prepared story times, craft programs and events for adults, children, and teens
- Prepared book discussion groups for readers of all ages
- Assisted patrons with Library technology
- Hosted 51 programs for 1,033 participants. Highlights: Billboard Detectives, Tea Rex, The Little Gym, Firefighter Challenge, Gardening at the Library, Rocket Launching
- Attended workshops and webinars: SmartBoard introduction/training, Cybersecurity training.
- Metro Group on site for water monitoring
- Scratches noted on Newton St vestibule bench
- Dehumidifier replaced in Nonfiction room
- Screws tightened on main entrance doors Central St.
- DPW painted parking spot lines and crosswalk
- Mike Edwards on site for ADA compliance review
- High humidity on lower level, dehumidifier added to basement hallway
- Water department on site for backflow prevention test

OLD BUSINESS

- Library services – the director and the staff would like to make masks optional, and removing signs from the doors but there will still be masks available upon request at the front desk. Increase the capacity for groups and events, still at the program runner's discretion.
- Budget – inquiry from a member of the Community Preservation Committee, and the Selectboard about the Community Preservation Grant money. The plan is to use the money to repair the chimney and to deal with the lead paint around the windows on the older part of the building.
- HVAC project – on going, as planned.
- Friends Technology Funds – the friends have decided to pay to redesign the library website, and to continue and expand the HotSpot lending program. They are considering getting a SmartBoard for the Stiles Room.
- Letter from patron – a patron concerned about the state of the gardens out in front of the building, the Board drafted a letter in response and the DPW director has responded as well, saying that the gardens do not fall under their responsibility to maintain. The project now will be taken care of by volunteers.

NEW BUSINESS

- Registration Policy Review and Vote – vote postponed until September Meeting.
- Library Hotspots – the proposal is that there will be a one-week limit to borrowing the Hotspot, one per household, one per month. Still under discussion and will be discussed again at the September meeting.
- Collection Development policy – work in progress, the Director and Young Adult Librarian have begun going through the current policy.
- Request granted to use two West Boylston photos from the Beaman Collection accessed through the Digital Commonwealth website in an upcoming documentary series about the lives of Franklin and Eleanor Roosevelt.
- Bystander Intervention Training – Tuesday August 23rd, delayed opening at 11am. Workplace harassment training for library staff, CWMARS is funding this training.

Motion Originator – K. Hennessy

Motion Description - Adjourn Meeting at 6:46 PM until the next meeting.

Motion Seconded – S. Hannum

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

Next Meeting – Thursday September 8th 2022

Respectfully Submitted,

Patrick J. Novia

Clerk of the Board