



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – September 8, 2022

Meeting Location – Children’s Reading Room, Beaman Memorial Library

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

Members Absent- Patrick Novia

Library Director - Anna Shaw

Assistant Library Director - Lauren Espe

Convened by Chair K. Halpin at 5:04PM

Motion Originator – K. Hennessey

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

Motion Seconded – S. Hennessey

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

Financial Statements – the library internal records and statements from August 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 August.

Motion Seconded- T. Hubbard

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

August:

- Director reviewed August Director’s report and highlighted a few notable events over the last month

OLD BUSINESS

- Library services- things are going well, no changes
- Budget- Director reports things are going well, no further update
- HVAC project- Director will be talking with the new Town Administrator when they meet, Rise Engineering will be out (hopefully) soon to do the next assessment phase of the project
- Registration Policy review and **VOTE**
 - Motion Originator- S. Hannum
 - Motion Description- to accept the updated and revised Registration Policy
 - Motion Seconded- T. Hubbard
 - Motion Results - The Board unanimously voted to approve the Registration Policy
- Library Hotspots – no news
- Collection Development Policy- coming soon

- Library Gardens: Director asked DPW about care and maintenance of trees and shrubs and DPW responded about the front tree and that he could meet with an arborist, working with teen librarian who has interested teens to help as well as a local Boy Scout Group

NEW BUSINESS

- Odd Fellows Plowing Contract: the cost of this contract is increasing, and the Trustees agreed to pay up to \$2000 for the season
- October Town Meeting: Article 1 remarks, request to approve funds for employee taking family leave and coverage
- Director leave coverage: Motion to approve a stipend in the amount of \$250 per week, for Assistant Library Director Lauren Espe, in consideration of increased responsibility while assuming the essential responsibilities of the Library Director who will be out on Family Medical Leave.
 - Motion Originator- K. Hennessy
 - Motion Description- Motion to approve a stipend in the amount of \$250 per week, for Assistant Library Director Lauren Espe, in consideration of increased responsibility while assuming the essential responsibilities of the Library Director who will be out on Family Medical Leave.
 - Motion Seconded- S. Hennessey
 - Motion Results- The Board unanimously voted to approve the motion for the stipend for Assistant Library Director Lauren Espe in the amount of \$250 per week for the Director's medical leave
- Friends of the Library Booksale: 9/10 and 9/11, 9-3
- Upcoming holidays: Veterans Day Friday Nov. 11, Thanksgiving 11/23 close at 5 and closed 11/24, Christmas Eve closed Saturday Dec. 24
- Meeting Schedule 2023

Trustee Reports and Requests

Communications

Motion Originator – K. Hennessy

Motion Description - Adjourn Meeting at 7:05 PM until the next meeting.

Motion Seconded – T. Hubbard

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

Next Meeting – Tues. Oct. 11 at 5pm

Respectfully Submitted,

Stephanie Hannum

Trustee