



Town of West Boylston  
140 Worcester Street, West Boylston, Massachusetts 01583  
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES  
**Meeting Minutes – November 15th, 2022**

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

Members Present - Kate Halpin, Stephanie Hannum, Karen Hennessey (late arrival, 5:54PM), Sharon Hennessey, Patrick Novia

Members Absent – Tammy Hubbard

Acting Director – Lauren Espe

Convened by Chair K. Halpin at 5:04PM

Motion Originator – S. Hannum

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

Motion Seconded – S. Hennessey

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

Financial Statements – the library internal records and statements from October match with the town accountants’ records.

Motion Originator- S. Hannum

Motion Description- to accept the Library Director’s reports from October.

Motion Seconded- S. Hennessey

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

- Led Staff meetings
- Attended Trustees Meeting
- Planned and introduced events and programs
- Led non-fiction book discussion
- Coordinated with vendors for quotes, repairs, and inspections
- Led policy meetings for Registration, Collection Development, Hotspot, Request for reconsideration
- Led newsletter planning meetings
- Attended website update meetings
- Attended town hall department head meeting
- Attended Friends Annual Meeting event
- Met with Smartboard representative to discuss installation
- Hiring activities for Library Assistant position
- 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
- Visited elementary and middle school classes
- Hosted 53 programs for 1,339\* participants. Highlights: Friends Annual Meeting/Event, Card-making and multi-seasonal centerpiece crafts, Technology Office Hours, Zombie Barbie Apocalypse, National Taco Day, Family Pumpkin Decorating, Stargazing, ASL Class. \*roughly half of the attendees were on virtual story times on YouTube, possibly replaying the story repeatedly
- Attended workshops and webinars: No Shushing Required, Using the Cricut Machine, Youth Services webinar, Teen Programming Committee
- 36 posts to Facebook: 1,316 followers (-1). Safety pin art, Barbie Zombie results, Chapters & Chipper Chatter, Creepy Campfire cancellation
- Children's Facebook Page 15 posts: 447 followers (+3), 0 significant posts.
- 22 posts to Instagram and 414 followers (+2)
- e-newsletter 1,312 successful # of deliveries (+5), 48.2% open rate
- The staff registered 32 West Boylston residents and 5 nonresidents for new cards and added 306 physical materials during the month. The total number of registered resident cardholders is 3,182
- Lights near circulation desk changed
- Heat switchover- repairs needed on Boiler 1- gas valve venting gas. Sensor thermostat ordered for A7 fancoil unit outside tech services
- Battery changed in Central Street doorbell
- Electrician replaced timer with digital timer for outside lights
- Boilers shut off for a few days due to hot temps
- Door repairs made on threshold at automatic door on Newton Street
- 4 computers replaced- YA and 3 adults
- Repairs made to crack in stairs at Central Street and to cracks at base of railing on Newton Street handicapped ramp
- Met with Ford Pest Services to discuss treatment and prevention
- Worcester Elevator bimonthly inspection
- Canon cleaned copier and ordered swing arm to prevent stapling problem
- AH1 not working- EMCOR reset and restored operations.

## **OLD BUSINESS**

- Library services – after questions from staff, it is now their choice if they wear a mask during programming and around the Library.
- Budget – the new budget was handed into the town, and is currently under review.
- HVAC project – Senator Harriet Chandler announced that the Library has been awarded a state grant to go towards the HVAC project.

(5-minute intermission at 5:40 PM)

- Library Hotspot Policy –

Motion Originator – S. Hennessey

Motion Description – to approve the updated Hotspot Lending & Circulation Policy.

Motion Seconded – S. Hannum

Motion Results - unanimously voted to approve the updated Hotspot Lending & Circulation Policy.

- Collection Development policy – this policy is still under consideration by staff and will be voted on next month.
- Library Gardens – the arborist came out to prune the trees around the Library and the bill has been covered by the DPW budget.
- Library staffing – a new hire has been brought on and has been a great addition to the team.

### **NEW BUSINESS**

- Review of Library and Town's Snow Closure Policy – according to a department head meeting and the decision to close the library during a storm will fall to the Director and the Chair of the Board of Trustee.

Motion Originator – S.Hannum

Motion Description - Adjourn Meeting at 6:28 PM until the next meeting.

Motion Seconded – K. Hennessy

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

Next Meeting – December 6th 2022 at 5PM

Respectfully Submitted,

*Patrick J. Novia*

Clerk of the Board