



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – December 6th 2022

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

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

Members Absent – Stephanie Hannum

Acting Director – Lauren Espe

Convened by Chair K. Halpin at 5:08PM

Motion Originator – K. Hennessy

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

Motion Seconded – S. Hennessey

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

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

Motion Originator- K. Hennessy

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

Motion Seconded- T. Hubbard

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

- Led Staff meetings
- Attended Trustees Meeting
- Coordinated with vendors for quotes, repairs, and inspections
- Attended town hall department head meeting
- Attended MLS Annual Meeting
- Met with Town Administrator
- Attended CWMARS Users’ Council
- Trained new staff member
- Prepared story times, craft programs and events for adults, children, and teens
- Prepared book discussion groups for readers of all ages
- Met with web designer
- Assisted patrons with Library technology
- Visited elementary and middle school classes

- Hosted 56 programs for 597 participants. Highlights: Wednesday Ladies, Career Planning Workshop, Thanksgiving Story and Craft, Dance Theater Storytime, Safety Pin Art, Tech Help, Dungeons & Dragons, MGOL, Books & Blankies
- Attended workshops and webinars: Ingram Grids ordering training, iRead Summer Reading, Freegal (new features training), Teen Summit 2022, Accidental Reference Librarian, Moving Beyond Surveys
- 32 posts to Facebook: 1,321 followers (+5). Puzzle completion, share of OSV post re: Lydia Marie Childs
- Children's Facebook Page 11 posts: 455 followers (+8), 0 significant posts.
- 25 posts to Instagram and 418 followers (+4)
- e-newsletter 1,307 successful # of deliveries (55), 47% open rate
- The staff registered 12 West Boylston residents and 2 nonresidents for new cards and added 349 physical materials during the month. The total number of registered resident cardholders is 3,179
- Lights near circulation desk changed
- Thermostat replaced on A7 fan coil unit outside tech services, replaced sensor on A14 in green stairwell, AH-1 Air Handler tripped and was reset (for the 2nd time in 2 months)
- Steve Mercurio put sealer on all his Granit-X repairs
- Caola – ramp door – fixed broken screw on face plate, cleaned grease and metal filings from lock mechanism
- Phones not making outside calls, Verizon fixed
- Wachusett Regional Recycle Center picked up old electronics and Styrofoam
- Alarm panel indicated error on phone line, connection restored
- Pin oak and fringe tree trimmed by Lamberts Landscaping
- Boilers shut off for a few days due to hot temps
- Monitoring mouse activity
- Metro Group bimonthly inspection
- Canon replaced Swing Arm and Operation Tray
- AH1 not working- EMCOR reset and restored operations, again in November

OLD BUSINESS

- Library services – no updates
- Budget – no updates
- HVAC project – no updates
- Collection Development Policy –

Motion Originator – K. Hennessy

Motion Description – to accept the Collection Development Policy as written

Motion Seconded – S. Hennessey

Motion Results – voted unanimously to accept the Collection Development Policy as written

- Library Gardens – no updates until the paint around the windows can be taken care of, need advice from the Building Department
- Library staffing – no updates
- Request for Reconsideration Policy & Form

Motion Originator – K. Hennessy

Motion Description – to accept the Request for Reconsideration Policy for Library Resources as written

Motion Seconded – S. Hennessey

Motion Results – voted unanimously to accept the Request for Reconsideration for Library Resources Policy as written

Motion Originator – K. Hennessy

Motion Description – to accept the Request for Reconsideration for Library Resources Form as written

Motion Seconded – T. Hubbard

Motion Results – voted unanimously to accept the Request for Reconsideration for Library Resources Form as written

NEW BUSINESS

Motion Originator – T. Hubbard

Motion Description - Adjourn Meeting at 6:06 PM until the next meeting.

Motion Seconded – K. Hennessy

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

Next Meeting – January 10th 2023

Respectfully Submitted,

Patrick J. Novia

Clerk of the Board