



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – February 7th 2023

Meeting Location – Zoom Meeting

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

Members Absent – None

Assistant Director – Lauren Espe

Convened by Chair K. Halpin at 5:00PM

Roll Call Attendance

K. Halpin- Here

S. Hannum- Here

S. Hennessey- Here

K. Hennessy- Here

T. Hubbard- Here

P. Novia- Here

A. Shaw – Here

L. Espe – Here

Motion Originator – K. Hennessy

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

Motion Seconded – S. Hennessey

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

Roll Call Vote

S. Hannum- Yes

S. Hennessey- Yes

K. Hennessy- Yes

P. Novia- Yes

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

Motion Originator- K. Hennessy

Motion Description- to accept the Library Director's reports from December.

Motion Seconded- S. Hennessey

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

Roll Call Vote

S. Hannum- Yes

S. Hennessey- Yes

K. Hennessey- Yes

P. Novia- Yes

- Led Staff meeting
- Attended Trustees Meeting
- Coordinated with vendors for quotes, repairs, and inspections
- Attended town department head meeting
- Consulted with FinComm chair about Capital Requests
- 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 school classes
- Hosted 32 programs for 654 participants. Highlights: Santa's visit, Letters from Santa, take-home crafts, Lego room debut, scavenger hunt in CR, stickerboard on main floor, sock snowmen (YA)
- Attended workshops and webinars: Embrace Race, Youth Services webinar
- 36 posts to Facebook: 1,324 followers (+3).
- Children's Facebook Page 16 posts: 459 followers (+4), Major Edwards' Library Update by Sue and Tammy.
- 25 posts to Instagram and 421 followers (+3)
- e-newsletter 1,349 successful # of deliveries (+42), 46.4% open rate
- The staff registered 15 West Boylston residents and 1 nonresident for new cards and added 273 physical materials during the month. The total number of registered resident cardholders is 3,183
- Barnard Roofing inspected the roof (repaired a hole), gutters, chimney. "With replacement of the rubber roof seams, roof can last another 10 years."
- Requested estimate for rubber roof seam work (to be done in warm weather)
- We turned off the boilers for a few days in early December due to very warm weather
- Worcester Elevator performed bi-monthly inspection
- EMCOR/NE Mechanical looked at our boiler light panel and later sent a quote for HVAC Panel LED Indicator Light Upgrade
- Water Department performed backflow testing on both units, both passed inspection
- The Fire Department brought a ladder truck here to replace our flag

OLD BUSINESS

- Library services – no changes or updates
- Library staffing – the Library Custodian has resigned at the end of December; a previous Custodian has kindly agreed to fill in until a new one has been hired.

NEW BUSINESS

- Building maintenance update – there was a leak in the sky light in the Early Learning Center, a crack in the chimney has been repaired which has fixed the problem. Impact Fire came to inspect and a problem occurred with the sprinkler system which must be fixed before the inspection can be completed. The building inspection has occurred and there are some issues that must be addressed.
- Friends – two members are sitting in on our meeting to discuss some finance questions and about the Endowment Committee. As well as members from the Friends and the Trustees who can sit on the Endowment, and who has signing authority on the accounts.

Motion Originator – S. Hannum

Motion Description - Adjourn Meeting at 6:20 PM until the next meeting.

Motion Seconded – K. Hennessy

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

Roll Call Vote

S. Hannum- Yes

S. Hennessey- Yes

K. Hennessy- Yes

P. Novia- Yes

Next Meeting – February 7th 2023

Respectfully Submitted,

Patrick J. Novia

Clerk of the Board