



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

Meeting Location – Zoom Meeting

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

Members Absent – Sharon Hennessey

Director - Anna Shaw

Convened by Chair K. Halpin at 5:11PM

Roll Call Attendance

K. Halpin- Here

S. Hannum- Here

K. Hennessy – Here

T. Hubbard- Here

P. Novia- Here

A. Shaw – Here

Motion Originator – K. Hennessy

Motion Description - to accept the minutes from February Meeting.

Motion Seconded – S. Hannum

Motion Results – The Board unanimously voted to approve the February Meeting minutes.

Roll Call Vote

S. Hannum- Yes

K. Hennessy- Yes

T. Hubbard- Yes

P. Novia- Yes

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

Motion Originator- K. Hennessy

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

Motion Seconded- S. Hannum

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

Roll Call Vote

S. Hannum- Yes
S. Hennessey- Yes
T. Hubbard- Yes
P. Novia- Yes

- Led Staff meeting
- Attended Trustees Meeting
- Coordinated with vendors for quotes, repairs, and inspections
- Attended budget meeting with Town Administrator
- Meeting to discuss capital projects
- Meeting with Fire deputy to discuss repairs to sprinkler system drain
- Drafted and submitted Annual Report
- Hiring activities for new employee, Alicia, one of the part-time Library Assistants has taken on a new position at Worcester Public Library but is willing to fill in as needed.
- 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
- Training staff how to use registration module on new website
- Hosted 50 programs for 770 participants. Highlights Mini Golf, Italian Conversation Group, Drop in Storytime, candybar bingo, Love stories, Settlers of Catan, Fox Felting, Mug Meals with Julie
- Attended workshops and webinars: Supporting Cross-Cultural Friendships, MLA showcase YA programs, Worcester Legislative Breakfast, Overdrive workshop.
- 25 posts to Facebook: 1,337 followers (+7), Fox felting, Sew What display, Cookie mug, Mini Golf
- Children's Facebook Page 12 posts: 472 followers (+8)
- 13 posts to Instagram and 441 followers (+6)
- e-newsletter 1,376 successful # of deliveries (+15), 47.7% open rate
- The staff registered 22 West Boylston residents and 1 nonresident for new cards and added 320 physical materials during the month. The total number of registered resident cardholders is 3,204
- Faucet replaced in boy's bathroom
- Carbon monoxide sensors replaced in boiler room and on main floor
- New England Mechanical repaired fancoil unit in green stairway
- Turned on heat and blower in boiler room
- Newton Street closed 2/7-2/9 for manhole cover work

OLD BUSINESS

- Library services – no news

- Library staffing – a new hire has been brought on, and seems to be a great fit. A new custodian will hopefully be coming on as well. Gary, the former custodian has graciously come back to fill in for the time being.
- Building maintenance update – a railing on the stairs on the Newton Street entrance stairs will be fixed as it has significant rust damage.
- Friends – updating their bylaws, and talking about an endowment event.
- Annual Report – the report has been submitted to Town Hall, and will be distributed at Town Meeting.
- Director's Annual Review – Stephanie Hannum will be sending out emails this month to provide ample time to complete.
- Budget – the Director has prepared a Level Service and a Level Fund budget to submit to the Town Administrator.

NEW BUSINESS

- Discussion about Library Trustees responsibilities and consideration of delegating some duties such as the power to enter into contracts to the Library Director.

Motion Originator – K. Hennessy

Motion Description – motion to delegate responsibilities of the Board to the Library Director which shall include implementation of policies approved by the Board, selection and supervision of personnel, selection of books and other materials, maintenance of library collections, expenditure of funds within the approved budget, direction of library operations and provision of services to the public, which would include entering into contracts.

Motion Seconded – S. Hannum

Motion Results – the board voted unanimously to delegate responsibilities of the Board to the Library Director which shall include implementation of policies approved by the Board, selection and supervision of personnel, selection of books and other materials, maintenance of library collections, expenditure of funds within the approved budget, direction of library operations and provision of services to the public, which would include entering into contracts.

Roll Call Vote

S. Hannum- Yes

T. Hubbard- Yes

K. Hennessy- Yes

P. Novia- Yes

(T.Hubbard left the meeting at 6:20PM)

Motion Originator – S. Hannum

Motion Description - Adjourn Meeting at 6:34 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

K. Hennessy- Yes

P. Novia- Yes

Next Meeting – April 11th 2023

Respectfully Submitted,

Patrick J. Novia

Clerk of the Board