



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – April 11th 2023

Meeting Location – Zoom Meeting

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

Members Absent – None

Director - Anna Shaw

Convened by Chair K. Halpin at 5:14 PM

Attendance

K. Halpin
S. Hannum
K. Hennessy
S. Hennessey
T. Hubbard
P. Novia
A. Shaw

Motion Originator – S. Hannum

Motion Description - to accept the minutes from March Meeting.

Motion Seconded – S. Hennessey

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

Roll Call Vote

S. Hannum- Yes
K. Hennessy- Yes
S. Hennessey – Yes
T. Hubbard- Yes
P. Novia- Yes

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

Motion Originator- S. Hennessey

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

Motion Seconded- K. Hennessy

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

Roll Call Vote

S. Hannum- Yes
K. Hennessey – 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 Town Administrator's department head meeting
- Attended budget meeting with Town Administrator
- Attended Safety Committee meeting
- Attended FinCom meeting
- Calls with various officials to discuss heating solution boilers and AWHP
- Meeting with Fire deputy to discuss building survey
- Summer Newsletter planning meeting
- Monthly Staff meeting
- Attended CWMARS Users Council meeting
- Led Nonfiction Book group meeting
- New employee in training
- Meeting with State Senator Robyn Kennedy
- 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 High School and elementary school classes
- Training staff how to use registration module on new website
- 59 programs for 903 in person participants. Highlights: Puppet show, Tech help with Jeff, St Patrick's Day story/Craft, Johnny Appleseed Storytime, Lego room programming, Tiny Art Show
- Attended workshops and webinars: Best Practices for Social Media, Mental Health Supports and Libraries Series: young Adults, Youth Services Meeting, CMLA Adult programming webinar
- 43 posts to Facebook: 1,342 followers (+5), Dear Suzanne Poetry, Pi Day, Tiny Art Show
- Children's Facebook Page 16 posts: 477 followers (+6) Major Edwards Library
- 28 posts to Instagram and 451 followers (+10)
- e-newsletter 1,374 successful # of deliveries (-2), 54.1% open rate
- The staff registered 17 West Boylston residents and 7 nonresidents for new cards and added 243 physical materials during the month. The total number of registered resident cardholders is 3,198.

- Faucet replacement ordered for mop sink in custodial closet
- Sprinkler drain pipe replaced
- Sprinkler inspection conducted, still waiting for results
- Alarm system failure, new communicator quoted, learned it was a clock issue. Reset, all is well. Will need to convert to Wireless transmitter in the near future
- MIIA (town insurance) representative conducted thermographic building scan
- Met with American Alarm Representative to discuss the review of security and safety alarm features
- Old alarm system removed by electrician
- Elevator bi-monthly inspection

OLD BUSINESS

- Library services – planning for summer, uptick in staff asking about food being allowed in during programming.
- Library staffing – there is a new part-time member of staff that started last month and has been training with the staff. Gary is still filling in as custodian and the search is still on for a new custodian.
- Building maintenance update – burglar alarm went off on Monday because of a glitch with an alarm contact on the front door, a company has been contacted to fix the door closing mechanism and the latch.
- Friends - the Endowment Committee is being formed to start fundraising.
- Director's Annual Review – Stephanie Hannum has been working on the draft of the review, and will be prepared for May.
- Budget – the budget will be voted on at the May Town Meeting. Talking about next year's budget, it will be a lot tougher.

NEW BUSINESS

- Trustees Bylaws – the bylaws are valid and do not have to be voted on at Town Meeting. The recent edits can stand as they are written.
- Meeting Location – as there has been town wide discussion about Accessibility, and where public meetings are held, the Library Trustees will continue to meet via Zoom for the time being.
- HVAC project – the funding has been approved for the design phase, air to water heat pump.
- Building Survey – for FISP get an idea of what projects need to be done, more information to come.
- Departmental operations guide – information about the library, its employees and the roles that they fulfill.
- Opportunity to purchase historical globe – a West Boylston company, D.C. & A. Murdock, made globes and the library has the opportunity to buy one from a collector in Ohio. Steve Carlson is currently in contact with the seller.

- Personnel files – Town Hall has asked for copies of the Library personnel files which have always been kept at the library. Digital access will be made and given to the Town Hall for record keeping.

Motion Originator – K. Hennessy

Motion Description - Adjourn Meeting at 7:01 PM until the next meeting.

Motion Seconded – S. Hennessey

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

Roll Call Vote

S. Hannum- Yes

K. Hennessy- Yes

S. Hennessey – Yes

T. Hubbard – Yes

P. Novia- Yes

Next Meeting – May 9th 2023 at 5pm

Respectfully Submitted,

Patrick J. Novia

Clerk of the Board