



Town of West Boylston  
140 Worcester Street, West Boylston, Massachusetts 01583  
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES  
**Meeting Minutes – May 9th 2023**

Meeting Location – Zoom Meeting

Members Present - Stephanie Hannum, Karen Hennessy, Sharon Hennessey, Patrick Novia

Members Absent – Kate Halpin and Tammy Hubbard

Director - Anna Shaw

Convened by Vice Chair K. Hennessy at 5:03 PM

#### Attendance

S. Hannum

K. Hennessy

S. Hennessey

P. Novia

A. Shaw

Motion Originator – S. Hennessey

Motion Description - to accept the minutes from April Meeting.

Motion Seconded – S. Hannum

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

#### Roll Call Vote

S. Hannum- Yes

K. Hennessy- Yes

S. Hennessey – Yes

P. Novia- Yes

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

Motion Originator- S. Hannum

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

Motion Seconded- S. Hennessey

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

#### Roll Call Vote

S. Hannum- Yes

K. Hennessey – Yes

S. Hennessey- Yes

P. Novia- Yes

- Led Staff meeting
- Attended Trustees Meeting
- Responded to emergency alarm, coordinated with dispatch, on site for troubleshooting
- Coordinated with vendors for quotes, repairs, follow up and inspections
- Conversations with State Senator Kennedy and Representative O'Day to discuss Library priorities, grant opportunities and Air Water and Heat Pump (AWHP)
- Led Monthly Staff meeting
- Met with Friends president
- Attended Friends meeting
- Met with web designer
- Conversation with Town Administrator regarding library accessibility
- Attended webinars Legal issues for Libraries: Meeting Rooms, Legal issues for Libraries: Library collections
- Led Nonfiction Book group meeting
- Performance evaluation conducted for one employee
- 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
- Collected Reference and computer use statistics
- 54 programs for 733 participants. Highlights: James Webb Space Telescope, Poetry reading, Garden Stories, Earth Day, Jelly Bean Day, Audubon Bats, Ezra Keats Play for the 4<sup>th</sup> Grade.
- Attended workshops and webinars: MLA Program planners Teen Committee meeting, MLS Youth Services Meeting,
- 36 posts to Facebook: 1,347 followers (+5), Makeup Tutorial, Tiny Art Show
- Children's Facebook Page 11 posts: 488 followers (+11) Audubon Bats
- 28 posts to Instagram and 456 followers (+5)
- e-newsletter 1,382 successful # of deliveries (+8), 53.41% open rate
- The staff registered 16 West Boylston residents and 8 nonresidents for new cards and added 291 physical materials during the month. The total number of registered resident cardholders is 3,233.
- Burglar alarm went off due to poor contact points on front door
- Metro group- water monitoring
- Bi-Monthly Elevator inspection
- State Boiler Inspection
- Leaking part replaced for mop sink
- New England Door Closers repaired front door closer
- Requested DPW assistance for area needing paving near meeting room door

## **OLD BUSINESS**

- Library services – programs are being planned for the summer months, many outdoor activities.
- Director's Annual Review – Stephanie Hannum took on this project and collected information from the trustees, the friends and the staff and compiled a report for the Directors Annual Review. Anna Shaw is an employee in good standing and has achieved a satisfactory performance evaluation by the Trustees of the Beaman Memorial Public Library.
- Meeting Location – for now, Trustee Meetings will be held via Zoom in order to be accessible to all.
- HVAC project – not much news, the Director has been talking to our state Senator and Representative about funding for this project, as well as with the town about a facilities manager.

## **NEW BUSINESS**

- Town Meeting Remarks – the Director drafted and circulated some remarks she plans on making at the Town Meeting on May 15<sup>th</sup> 2023. The remarks focus mostly on the budget and about the services and programming offered at the Library.

Motion Originator – S. Hennessey

Motion Description - Adjourn Meeting at 6:37 PM until the next meeting.

Motion Seconded – S. Hannum

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

Roll Call Vote

S. Hannum- Yes

K. Hennessy- Yes

S. Hennessey – Yes

P. Novia- Yes

Next Meeting – June 13th 2023 at 5pm via Zoom.

Respectfully Submitted,

*Patrick J. Novia*

Clerk of the Board