



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – June 13th 2023

Meeting Location – Zoom Meeting

Members Present – Kate Halpin, Stephanie Hannum, Sharon Hennessey, Patrick Novia

Members Absent – Karen Hennessey and Tammy Hubbard

Director - Anna Shaw

Convened by Chair K. Halpin at 5:32PM

Board Reorganization

Kate Halpin Self Nominated as Chair with a second from Patrick Novia

S. Hannum – Yes

S. Hennessey – Yes

K. Halpin – Yes

P. Novia – Yes

Sharon Hennessey Nominated Karen Hennessey as Vice Chair with a Second from Stephanie Hannum

S. Hannum – Yes

S. Hennessey – Yes

K. Halpin – Yes

P. Novia – Yes

Stephanie Hannum Nominated Patrick Novia as Clerk with a Second from Sharon Hennessey

S. Hannum – Yes

S. Hennessey – Yes

K. Halpin – Yes

P. Novia – Yes

Stephanie Hannum Nominated Sharon Hennessey as Municipal Building Committee Representative with a Second from Kate Halpin

S. Hannum – Yes

S. Hennessey – Yes

K. Halpin – Yes

P. Novia – Yes

Motion Originator – S. Hennessey

Motion Description - to accept the minutes from May Meeting.

Motion Seconded – S. Hannum

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

Roll Call Vote

S. Hannum- Yes

K. Halpin- Yes

S. Hennessey – Yes

P. Novia- Yes

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

Motion Originator- S. Hannum

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

Motion Seconded- S. Hennessey

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

Roll Call Vote

S. Hannum- Yes

K. Halpin – yes

S. Hennessey- Yes

P. Novia- Yes

The Directors Report

- Led Staff meeting
- Attended Trustees Meeting
- Attended Town Meeting, Delivered Library report under Article 1
- Attended Director's Zoom meeting about Aspen Discovery Layer
- Coordinated with vendors for quotes, repairs, follow up and inspections
- Led Nonfiction Book group meeting
- Performance evaluation conducted for one employee
- Preparing for employee retirement
- Prepared story times, craft programs and events for adults, children, and teens
- Assisted patrons with Library technology
- 48 programs for 1132 participants. Highlights: Open Play Gaming Event for Teens, Mother's Day Craft, Memorial Day program by Tim Kelly at Edwards School, Visit to Major Edwards

Preschool, Lego Room, Teddy Bear Picnic, Technology help

- Attended workshops and webinars: Massachusetts Library Association Annual Conference: Making Waves, Mass Library System Youth Services Community Chat
- 34 posts to Facebook: 1,351 followers (+4), Teach yourself to Sew, 4H babysitting
- Children's Facebook Page 5 posts: 496 followers (+8)
- 31 posts to Instagram and 458 followers (+2)
- e-newsletter 1,396 successful # of deliveries (+14), 50.1% open rate
- The staff registered 90 West Boylston residents and 10 nonresidents for new cards and added 351 physical materials during the month. The total number of registered resident cardholders is 3,273.
- Met with Electrician from Lidco to discuss ramp light replacement and moving an exit sign per building inspection.
- Electricians on site for moving exit sign and ramp light replacement
- Heat switchover. Air handler and exhaust fan belts replaced. Filters changed throughout the building.
- Burglar alarm not communicating- timing issue on panel. Recommendation to switch to wireless communicator and to replace panel.
- Metro group on site for water monitoring
- Water department backflow testing- passed
- Quarterly Summer newsletter printed and mailed
- Reviewing Social media best practices and drafting policies
- One employee in training
- Succession Planning for Children's Librarian

OLD BUSINESS

- Library services – Summer Reading programs have begun, and the summer newsletter has gone out.
- Director's Annual Review – the Directors Annual Review was sent out and gone over by the Board.

NEW BUSINESS

- Authorized Signatures policy, signatures – No change
- Consider closing the Library on Friday, June 16 for staff development and appreciation. close the library with pay for scheduled employees and to pay unscheduled staff for hours attended at the event on Friday, June 16

Motion Originator – S. Hennessey

Motion Description - *to close the library with pay for scheduled employees and to pay unscheduled staff for hours attended at the event on Friday, June 16*

Motion Seconded – S. Hannum

Motion Results - *to close the library with pay for scheduled employees and to pay unscheduled staff for hours attended at the event on Friday, June 16*

Roll Call Vote

S. Hannum- Yes

S. Hennessey – Yes

P. Novia- Yes

- Employee retirement – Sue Smith, The Childrens Librarian will be retiring in September. A succession plan has been made.
- Library accessibility – the focus will be making programs accessible for all, using different areas within the Library and on the grounds and newer technology to make remote access possible.
- Town Facilities Manager – A facilities manager has been hired by the town and the Director has been working closely with him about the many projects in the building.

Motion Originator – S. Hennessey

Motion Description - Adjourn Meeting at 6:53PM 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. Halpin- Yes

S. Hennessey – Yes

P. Novia- Yes

Next Meeting – August 2023 (exact date and time will be determined later)

Respectfully Submitted,

Patrick J. Novia

Clerk of the Board