

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

Meeting Location – Stiles Meeting Room, Beaman Memorial Library

Members Present – Kate Halpin, Karen Hennessy, Sharon Hennessey, Tammy Hubbard, Patrick Novia

Members Absent – Stephanie Hannum

Interim Director – Lauren Espe

Convened by the Chair, K. Halpin at 5:33PM

Motion Originator – S. Hennessey

Motion Description - to accept the minutes from the September Meeting

Motion Seconded – K. Hennessy

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

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

Motion Originator- K. Hennessy

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

Motion Seconded- S. Hennessey

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

The Directors Report

- Led Staff meeting
- Attended Trustees Meeting and sub-committee meeting
- Attended Friends Meeting
- Attended Town department head meeting
- Planning activities for the winter
- Attended State Aid webinar
- Attended Materials Expenditure Training
- Attended CWMARS User's Council
- Prepared and submitted Library's State Aid Report
- Led non-fiction book group
- Assisted patrons with Library technology
- 26 programs for 550 participants Highlights: Grandparents Day, Homeschool program, Books & Blankies, Make-up Tutorial with Ciara, Bagels & Bye-Bye

- Attended workshops and webinars: Youth Services Community Chat, metabases reports training, MA Teen Choice Book Award Committee
- Planned and hosted a goodbye party for Anna Shaw and Sue Smith
- 50 posts to Facebook: 1,401 followers (+16), Bagels & Bye Byes, Solar Eclipses with Aldrich, Friends Annual Meeting
- 16 posts to Children's Facebook Page: 525 followers (+9)
- 42 posts to Instagram and 471 followers (+6)
- e-newsletter 1,458 successful # of deliveries (+28), 52.1% open rate
- The staff registered 22 West Boylston residents and 2 nonresidents for new cards and added 341 physical materials during the month. The total number of registered resident cardholders is 3,255.
- Reset time on burglar panel every Friday - clock is not keeping time
- Facilities manager patched holes in walls and started painting the green stairwell
- Metro Group bi-monthly water test
- The Friends used the Stiles room to hold its annual book sale.

OLD BUSINESS

- Library services – no news
- Director Search – Screening Committee Chair S. Hennessey gave a report and is recommending a full board interview with a candidate
- Annual Report – no news
- Capital Improvements – no news
- State Aid Report – the report has been filed with the state
- October Town Meeting Possible request to appropriate funds for vacation buyback – the town is recommending that the library ask for \$10,000.00 in vacation buyback, can be added to the warrant for Town Meeting on October 16th 2023
- Meeting Schedule 2024 – a draft schedule was circulated to the trustees.
- Upcoming holidays: Veterans Day Friday, Nov. 10, Sat. Nov 11, Thanksgiving, Christmas Monday, Dec. 25

NEW BUSINESS

- Daymarc Grant – small foundation in Wayland, MA that focusses on art, a 501c foundation they allow libraries to pick out art. Provides art and a grant for the library. The funds would go to the Friends of the Beaman Library and then distributed as seen fit.

COMMUNICATIONS

- Next scheduled meetings November 7, December 12

Motion Originator – K. Hennessey

Motion Description - Adjourn Meeting at 7:03PM until the next meeting.

Motion Seconded – S. Hennessey

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

Respectfully Submitted,

Patrick J. Novia

Clerk of the Board