

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

Meeting Location – Stiles Room, Beaman Memorial Public Library

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

Members Attending via Zoom – Karen Hennessey

Acting Director – Lauren Espe

Motion Originator – S. Hannum

Motion Description - to enter Executive Session at 5:00PM

Motion Seconded – S. Hennessey

Motion Results – The Board unanimously voted to enter Executive Session

Roll Call Vote

S. Hannum- Yes

K. Hennessey – Yes

S. Hennessey – Yes

T. Hubbard – Yes

P. Novia- Yes

Motion Originator – S. Hannum

Motion Description - to end Executive Session at 5:14PM

Motion Seconded – S. Hennessey

Motion Results – The Board unanimously voted to end Executive Session

Roll Call Vote

S. Hannum- Yes

K. Hennessey – Yes

S. Hennessey – Yes

T. Hubbard – Yes

P. Novia- Yes

Motion Originator – S. Hannum

Motion Description - to accept as written by Town Council the contract hiring Michael Long as Director of The Beaman Memorial Library, effective December 11th 2023

Motion Seconded – T. Hubbard

Motion Results – The Board unanimously to accept as written by Town Council the contract hiring Michael Long as Director of The Beaman Memorial Library, effective December 11th 2023

Roll Call Vote

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

Motion Originator – S. Hannum

Motion Description - to accept the minutes from the October 10th Meeting.

Motion Seconded – T. Hubbard

Motion Results – The Board unanimously voted to approve the October 10th Meeting minutes.

Roll Call Vote

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

Motion Originator – S. Hennessey

Motion Description - to accept the minutes from the October 24th Meeting.

Motion Seconded – S. Hannum

Motion Results – The Board unanimously voted to approve the October 24th Meeting minutes.

Roll Call Vote

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

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

Motion Originator- S. Hannum

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

Motion Seconded- T. Hubbard

Motion Results – unanimously voted to approve the Library Directors Report from October.
Roll Call Vote

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

The Director:

- Led Staff meeting
- Attended Trustee Meeting and sub-committee meeting
- Prepared and submitted Library's Annual Report for Friends Annual Meeting
- Attended Friends Annual Meeting
- Planning activities for the winter
- Along with YA Librarian, met with artist-in-residence for Daymarc grant
- Met with Facilities manager to prepare for January building inspection
- Met via phone with Town Administrator
- Led non-fiction book group
- Assisted patrons with Library technology
- 61 programs for 844 participants Highlights: Open Play Gaming, Pottery Class, Aldrich Astronomical, Cookies & Crochet, Not So Spooky Story Time, Books & Blankies, Friends Annual Meeting
- Attended workshops and webinars: MA Teen Choice Book Award Committee, Youth Services Community Chat, Programming for Neurodiverse Children, IREAD Summer Reading
- Visited Middle School and Elementary School classes
- Met with potential book vendor rep
- YA Librarian trained staff on Overdrive purchases, lost notices, and entering programs into WordPress
- HOCS staffed an information and craft table at the Fall Festival
- 51 posts to Facebook: 1,408 followers (+7), Zombie Barbies
- 21 posts to Children's Facebook Page: 536 followers (+11) MGOL, Fire Truck Event cancellation
- 40 posts to Instagram and 472 followers (+1)
- e-newsletter 1,469 successful # of deliveries (+11), 50% open rate
- The staff registered 18 West Boylston residents and 3 nonresidents for new cards and added 260 physical materials during the month. The total number of registered resident cardholders is 2,541.
- Reset time on burglar panel every Friday - clock is not keeping time
- Facilities manager finished painting the green stairwell and made a temporary fix on squeaky fan in bathroom
- Fire extinguisher inspection
- Bi-monthly elevator inspection

- EMCOR – Heat switchover, filter replacement
- American Alarm visited due to error message on alarm panel
- DPW cut lawn, removed fallen leaves
- Facilities manager advised or is researching: holes in EFIS, icicles over ramp in winter, ice melt that does not stick to carpets, corner guards for basement walls, preparations for January 2024 building inspection, moving sprinkler/anti-freeze inspection to late Fall, and was present as able for vendor visits
- Handyman, Bob Benedict sanded and applied 3 coats of urethane to wood “Comstock” bench and repositioned cracked slat
- Bob will revarnish the front doors in the Spring at no charge due to the weather being too hot when he applied the varnish this year

(K. Hennessy left the meeting, via Zoom at 5:46PM)

OLD BUSINESS

- Director Search – Completed
- October Town Meeting Possible request to appropriate funds for vacation buyback – approved at October Town Meeting
- Meeting Schedule 2024 – to be discussed at the December Meeting
- Upcoming holidays: Veterans Day Friday, Nov. 10, Sat. Nov 11, Thanksgiving, Christmas Monday, Dec. 25
- Daymarc Grant – the artist has been to the Library and has made suggestions about where the art could be displayed and what would be appropriate

NEW BUSINESS

- New Benefitted Position – the town is looking into approving a new Benefitted Position for the staff at the library
- Action Plan – Lauren outlined the library’s plan for the next year, which should be ready to be submitted to the MBLC

Motion Originator – S. Hannum

Motion Description - Adjourn Meeting at 6:41PM until the next meeting.

Motion Seconded – S. Hennessey

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

Next Meeting – December 19th 2023

Respectfully Submitted,

Patrick J. Novia

Clerk of the Board