

Town of West Boylston  
140 Worcester Street, West Boylston, Massachusetts 01583  
**BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes – December 19<sup>th</sup> 2023**

Meeting Location – Stiles Room, Beaman Memorial Public Library

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

Members Absent – Tammy Hubbard, Karen Hennessey

Members Attending via Zoom – None

Director – Michael Long

Assistant Director – Lauren Espe

The Board got a run down from M. Long on his first days and week at the Beaman Library

The Chair, K. Halpin Called the Board Meeting to order at 5:07PM

Motion Originator – S. Hennessey

Motion Description - to accept the minutes from the November Meeting.

Motion Seconded – S. Hannum

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

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

Motion Originator- S. Hannum

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

Motion Seconded- S. Hennessey

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

- Led Staff meeting
- Attended Trustee Meeting
- Planning activities for the winter
- Led Fiction book group
- Led non-fiction book group
- Assisted patrons with Library technology
- 38 programs for 535 participants Highlights: Lego Room, Turkey Centerpieces, Holiday Harvest with Kim Larkin, Puzzle Players, Teen Gaming, Storybook Ballet of the Nutcracker
- Attended workshops and webinars: MA Teen Choice Book Award Committee, NE Teen Summit, LSTA Grant Application Training
- 32 posts to Facebook: 1,413 followers (+5), Teen Programming for December
- 18 posts to Children's Facebook Page: 549 followers (+13) Santa is coming, homeschooling families
- 27 posts to Instagram and 477 followers (+5)

- e-newsletter 1,473 successful # of deliveries (+4), 52.6% open rate
- The staff registered 17 West Boylston residents and 1 nonresident for new cards and added 316 physical materials during the month. The total number of registered resident cardholders is 3,241.
- Reset time on burglar panel every Friday - clock is not keeping time
- Bob reinstalled the finished slats on Jean's bench
- Impact Fire completed the sprinkler and anti-freeze inspections
- Childrens Room girls bathroom door could not be unlocked. Purinton diagnosed broken lock, installed new one.
- Chuck installed 18 corner guards in basement hallway
- Asked Barnard Roofing to schedule our pre-winter roof inspection.
- EMCOR checked 2 heating units that had been blowing cold air.

### **OLD BUSINESS**

- Meeting Schedule 2024 – a proposed Meeting Schedule has been distributed to the Board for review
- Upcoming holidays (all Mondays): Christmas, 12/25/23; New Years Day, 1/1/24; MLK Day, 1/15/24
- New benefitted position – the town has approved a new, benefitted position at the Library, the Board of Trustees will need to vote to approve the position as well.

Motion Originator- S. Hennessey

Motion Description- to transition one library assistant position to a benefitted position at 20 hrs a week.

Motion Seconded- S. Hannum

Motion Results – unanimously voted to transition one library assistant position to a benefitted position at 20hrs a week.

### **NEW BUSINESS**

- Review of Library and Town's Snow Closure Policy – the Snow Closure Policy has been distributed to the Board for review
- Odd Fellows Snow Plow Contract – the new contract was distributed to the Board for review
  - Chuck, the new Facilities Coordinator, has been called in for consult on the heating system, the back low system has been tested and inspected
  - A new dehumidifier has been installed in the Non-Fiction Room
  - The attic stairs will be replaced by Mark Pruneau in January
  - There was a leak from old windows in the Assistant Directors office and in the computer area on the main floor due to the storm on 12/18/2023. Mark Pruneau has given a quote to fix the windows that are leaking

Next Meeting – January 16<sup>th</sup> 2024

Motion Originator- S. Hannum

Motion Description- to adjourn until the meeting at 6:17PM

Motion Seconded- S. Hennessey

Motion Results – unanimously voted to adjourn until the next meeting

Respectfully Submitted,

*Patrick J. Novia*

Clerk of the Board