

Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES
Meeting Minutes – February 13th 2024

Meeting Location – Zoom Meeting

Members Present – Kate Halpin, Stephanie Hannum, Sharon Hennessey, Karen Hennesy, Tammy Hubbard, Patrick Novia

Members Absent – None

Director – Michael Long

The Chair, K. Halpin Called the Board Meeting to order at 5:25PM

Motion Originator – K. Hennesy

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

Motion Seconded – S. Hannum

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

Roll Call Vote

T. Hubbard – Yes

S. Hannum – Yes

K. Hennesy – Yes

S. Hennessey – Yes

P. Novia – Yes

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

Motion Originator- K. Hennesy

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

Motion Seconded- S. Hennessey

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

Roll Call Vote

T. Hubbard – Yes

S. Hannum – Yes

K. Hennesy – Yes

S. Hennessey – Yes

P. Novia – Yes

- Led Staff meeting with Assistant Director
- Attended Trustee Meeting

- Attended Friends Meeting
- Attended MBLC New Directors' Legislative Training Session
- Attended MBLC Legislative Breakfast at Worcester Public Library
- Attended 2 Aspen Administrator training sessions with CWMars
- Attended webinar *Building Authentic Relationships with Underserved Populations*
- Met with Kristi Chadwick, MLS consultant working with new directors
- With YA Librarian, met with website consultant to discuss minor changes, improving website speed
 - Led book discussion groups
 - Assisted patrons with Library technology
 - 64 programs for 840 participants. Highlights: NASA's New Mission to the Moon, National Popcorn Day, MLK Service Week, Karaoke Night, Artega Karate
 - Attended workshops and webinars: Sensory Friendly Storytimes, Aspen Administration, MA Teen Choice Book Awards
 - Hosted an after-hours gaming event for teens
- 49 posts to Facebook: 1,424 followers (+8), Open Play Gaming Event
- 22 posts to Children's Facebook page: 584 followers (+19), Beaman Bakers, Inspire Your Heart with Art, MLK Service Week, Ms. Meredith, Lunar New Year
- 49 posts to Instagram and 489 followers (+3)
- E-newsletter 1,480 successful # of deliveries (+13), 49.7% open rate
- The staff registered 24 West Boylston residents and 4 nonresidents for new cards and added 188 physical materials during the month. The total number of registered resident cardholders is 3,262.

AD continues to reset time on burglar panel every Friday - clock is not keeping time.

- American Alarm notified that our systems were not communicating with their office. Service call was placed, dedicated phone line for alarm system not working, system switched to cellular.
- One boiler is still out of order. Emcor has been able to find a replacement for the broken component, but still cannot find an ignitor rod, so the boiler would still be down even if repairs are made. Waiting for an ignitor rod to be located.
- A rodent issue was discovered. A service call has been placed with a pest control company; service is pending.
- Mark Pruneau completed repairs on the window leak issue.
- Attic stairs not yet replaced, rescheduled since Mark Pruneau was working on the windows first.
- First draft of FY25 Budget Request was submitted to Town Administrator on 1/12/24.
- Finishing touches are being put on the newsletter. Will be mailed week of 2/19.
- Summer program planning to begin in early March
- Review of existing library policies is under way. Requested feedback from staff on policies that may need adjustment or policies that frequently cause tension between staff and patrons.
- Daymarc grant was received by the Friends of the Library

OLD BUSINESS

- Building Update –

- leaking windows have been repaired
- the new attic stairs will be installed later this month.
- We are still down to one working boiler, there have been some issues with finding the parts that are needed to make the repairs.

NEW BUSINESS

- Endowment Committee Slate – the Friends need a second representative from the Board of Trustees

1. Gerry Espe (holdover)
2. Ann Ramminger (new)
3. Lauren Espe (new)
4. Cheryl Carlson (holdover),
5. Ray Stevens (new)
6. Karen Hennessy (Trustee Representative)
7. Whit Barnard (holdover).

Motion Originator- K. Hennessy

Motion Description- to approve the Endowment Committee Slate with the addition of Stephanie Hannum.

Motion Seconded- S. Hennessey

Motion Results – unanimously voted to approve the Endowment Committee Slate with the addition of Stephanie Hannum.

Roll Call Vote

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

- HVAC Earmark Adjustment Update – No response yet.
- Friends of the Beaman Memorial Public Library

- FY25 Budget Outlook – a first draft the FY25 Budget was circulated to the Board for review

Next Meeting – March 12th 2024

Motion Originator- S. Hennessey

Motion Description- to adjourn until the meeting at 6:18PM

Motion Seconded- S. Hannum

Motion Results – unanimously voted to adjourn until the next meeting

Roll Call Vote

T. Hubbard – Yes

S. Hannum – Yes

K. Hennessy – Yes

S. Hennessey – Yes

P. Novia – Yes

Respectfully Submitted,

Patrick J. Novia

Clerk of the Board