



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583

Beaman Memorial Public Library Board of Trustees **Meeting Minutes**

**May 8, 2018 / 7:00 pm / Muriel H.
Stiles Meeting Room**

| | |
|-----------------------------|--|
| Members Present: | Whitney Barnard, Janet Bricault, MaryEllen Cocks, Kate Halpin, Michelle Kaelin, Patrick Novia, and Anna Shaw, Director |
| Members NOT Present: | none |
| Invited Guests: | none |

Call to Order by Chair, Kate Halpin 7:00 p.m.

Approval of April 3, 2018 Minutes

| | |
|--------------------------|--------------------|
| Motion Originator | ME Cocks |
| Motion Seconded | J. Bricault |
| Result | Passed |

Reports

| | |
|---------------------------|--|
| Motion Originator | P. Novia |
| Motion Description | To accept the Director's Report from April, 2018. |
| Motion Seconded | W. Barnard |
| Result | Passed |

- | | |
|-------------------|---|
| Discussion | <ul style="list-style-type: none">• Financial statements: Library accounts match those of the Town for the period July 1, 2017-April 30, 2018.• Building issues: changing network setup; partially managed by CW/MARS and partially by Guardian. Working to have Guardian manage network in full. Switchover will take place on Monday, 5/14.• Library will have a work-study student from Holy Cross this summer. The focus of work will be on inventory.• Anna met with a marketing consultant (patron) interested in doing pro bono work for the library. She will be working on a "library snapshot" for patrons, including building a deck to hand out for marketing purposes and slide show for the website.• Sue Smith held a successful "Tween Overnight" at the library.• W. Barnard and A. Shaw attended a meeting with the Greater Worcester Community Foundation to discuss new tax laws.• Attended Central Mass Library Advocates meetings; the group is growing and has been discussing ways that the libraries can |
|-------------------|---|

The information contained in this electronic message is legally privileged and confidential under applicable law, and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender and delete this communication without copying or distributing it.

band together to address common issues (for example, issues with Telegram & Gazette). Once the group becomes a 501c3, it will get its own bank account and take over the funds for the Legislative Breakfast.

OLD BUSINESS

- No additional news on independent boiler consultant or naming ceremony.
- Director worked with Sue Gomes to pare down YA Librarian job description.
- Budget process for 2019: \$3000 added to book budget to bring library closer to meeting spending requirement set by the state. Library Friends have committed to approximately \$2000 for museum passes. There is still a gap, as the library needs to spend 16% of its budget on materials.
- Muriel Stiles memorial donations currently total \$505. Director spoke with Cathy (daughter) and discussed purchase and installation of a projector and screen in the Muriel Stiles room; suggestion was well-received.
- Discussion of the status of the Town Facilities Manager position.
- Donations to Muriel Stiles memorial fund is at \$505. Anna spoke with two companies about getting quotes to have projector mounted in the Muriel Stiles Room.

NEW BUSINESS

- Discussion of Emergency Preparedness workshop attended by Director: Library staff are allowed to have cell phones on their persons during work hours. Discussion of who can speak to the media regarding events Director only. Library photos of events should be taken using library devices.
- Reviewed Town Strategic Plan document as it relates to the Library.
- Chimney repair needs will be evaluated by Barnard Roofing.
- As noted above, Guardian will be taking over full management of the Library's tech environment.
- Discussion of the Director's annual review.
- Ten zone valve actuators (for fan coil units) were ordered through a vendor at reduced cost.
- Discussed the focus of Director's presentation at Town meeting scheduled for May 21st.
- Year two contribution of \$12,000 from Holy Cross College is on its way.
- The Library will participate in a "Passport to Libraries" program this summer with neighboring towns (7 total towns thus far) in an effort to encourage patrons to explore local libraries' offerings.
- The Beaman Library Children's Room is on the ballot of *baystateparent* magazine for "best children's library." Patrons will be encouraged to vote!

The information contained in this electronic message is legally privileged and confidential under applicable law, and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender and delete this communication without copying or distributing it.

- Review of signature policy.

| | |
|---------------------------|--|
| Motion Originator | J. Bricault |
| Motion Description | Motion to set the authorized signatures for FY 2019. Bill sheets/warrants require two signatures; at least one will be a trustee, and the second may include the Director, Assistant Director, or Children's Librarian. Payroll must be signed by the Director, Assistant Director, or Children's Librarian. |
| Motion Seconded | ME Cocks |
| Result | Passed |

COMMUNICATIONS

None

NEXT MEETINGS

June 6, 2018 (Wednesday)
 September 11, 2018
 October 2, 2018
 November 7, 2018 (Wednesday)
 December 4, 2018

MOTION TO ADJOURN

| | |
|----------------------------|-----------|
| Motion Originator | |
| Motion Seconded | |
| Time of Adjournment | 9:25 p.m. |

Signatures

| | |
|------------------------|-----------------|
| Submitted by: | Michelle Kaelin |
| Date Submitted: | |

The information contained in this electronic message is legally privileged and confidential under applicable law, and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender and delete this communication without copying or distributing it.