



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

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

**February 6, 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 January 9, 2018
Minutes**

Motion Originator	J. Bricault
Motion Seconded	P. Novia
Result	Passed

Reports

Motion Originator	M. Kaelin
Motion Description	To accept the Director's Report from January, 2018
Motion Seconded	W. Barnard
Result	Passed
Discussion	Financial statements: Library accounts match those of the Town for the period July 1, 2017-January 31, 2018. <ul style="list-style-type: none">• Formed subcommittee of Friends group to explore membership renewals via PayPal• Director attended meetings for the Legislative Breakfast; ME Cocks and L. Espe will be attending in Worcester.• Director accepted the Town Administrator's Commitment to Excellence Award at the BOS meeting on January 17th.• Met with Anita Scheipers to discuss FY2019 budget.• Attended part two of Disaster Training; working toward getting everyone up to speed on safety issues and will be creating an updated emergency plan.• Security has been updated due to malware attacks on the website.• Will be working with subcommittee to create a new policy for patrons' usage of computers/internet; particular focus will be

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on situations in which patrons do not have a card or are unwilling to share information. Consistent policy will be created by committee, reviewed by staff, and shared with Trustees.

OLD BUSINESS

- No additional news on independent boiler consultant; waiting on Pete Murphy.
- Discussion of funding sources for reimbursing Endowment for costs.

Motion Originator
Motion Description

ME Cocks

To allocate funds from the Sherman Fund (under \$2000) to reimburse the Endowment for the cost of the benches.

Motion Seconded
Discussion
Result

P. Novia

Director to request invoice from the Endowment Committee.

Passed

- Electrical safe fire extinguisher has been installed in Tech Services.
- Director met with Anita and Chris (from PD) to review job descriptions. Decision made for Library to draft a separate job description for Sue Gomes (Teen Librarian) to accurately reflect her responsibilities.
- Discussion of requiring CORI checks of all staff and volunteers. Decision to focus on staff CORI checks and then add volunteers.

Motion Originator
Motion Description
Motion Seconded
Discussion

M. Kaelin

To require CORI checks of all staff

J. Bricault

Director requested revision of motion to include "once job descriptions are in effect."

Result

Motion did not pass; revised.

Motion Originator
Motion Description

M. Kaelin

To require CORI checks of all staff once new job descriptions are in effect.

Motion Seconded
Discussion
Result

J. Bricault

N/A

Passed

- Donations still coming in for Jackie Pruneau memorial
- Eversource invoices update: Eversource to reimburse cost of bill from New England Mechanical.

NEW BUSINESS

- Discussion of meeting room space: tabled for later date.
- Discussion of approving plowing invoices reimbursement to Odd Fellows: Director requested approving up to \$1500 for the season.

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Motion Originator	J. Bricault
Motion Description	To approve an additional \$500 for invoices for plowing.
Motion Seconded	P. Novia
Result	Passed

- Budget 2019: Director met with Anita Scheipers to discuss the budget.
- Discussion of 2017 Annual Report due March 1. M. Kaelin will email proofread copy to Director.

TRUSTEES' REPORTS/ REQUESTS

None

COMMUNICATIONS

Thank you note from Pruneau Family
Central Mass Library Association request for funds
Legislative Breakfast to be held at the Worcester Public Library on 2/16;
trustees welcome.

NEXT MEETINGS

March 6, 2018
April 3, 2018
May 8, 2018
June 6, 2018 (Wednesday)
September 11, 2018
October 2, 2018
November 7, 2018 (Wednesday)
December 4, 2018

MOTION TO ADJOURN

Motion Originator	ME Cocks
Motion Seconded	J. Bricault
Time of Adjournment	8:25 pm

Signatures

Submitted by: **Michelle Kaelin**
Date Submitted:

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