



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

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

**December 5, 2017 / 7:00 pm / Muriel  
H. Stiles Meeting Room**

**Members Present: Whitney Barnard,  
Janet Bricault, MaryEllen Cocks, Kate  
Halpin, Patrick Novia, and Anna Shaw,  
Director**

**Members NOT Present: Michelle  
Kaelin**

**Invited Guests: None**

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

### **Approval October 3, 2017 Minutes**

**Motion Originator** ME Cocks  
**Motion Seconded** P. Novia  
**Result** Passed

### **REPORTS**

**Motion Originator** W. Barnard  
**Motion Description** To accept the Director's Report from October, 2017  
**Motion Seconded** ME Cocks  
**Result** Passed  
**Discussion** Financial statements: Library accounts match those of the Town for the period July 1, 2017 – October 31, 2017

- Attended Women in Government meeting at Shrewsbury Public Library
- Led Policy meeting on Internet Access, Wi-Fi and Confidentiality policies
- Attended 20-30's Book Group at O'Connor's
- Met with Town Administrator to discuss Job Descriptions and ratings
- Attended Silent Auction
- Attended Town Meeting
- New England Mechanical heat switchover completed; attic ducts sealed and vents cleaned. Zone valve actuator in nonfiction room replaced, using the last of the spare actuators. O'Connell Fire inspection of extinguishers completed
- Received \$291.54 in Donations into the Revolving Fund for the month of October
- Approved \$1,500 in Free Cash transfer to install donated phone system at October town meeting. Install scheduled for December 4

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<b>Motion Originator</b>	ME Cocks
<b>Motion Description</b>	To accept the Director's Report from November, 2017
<b>Motion Seconded</b>	P. Novia
<b>Result</b>	Passed
<b>Discussion</b>	<p>Financial statements: Library accounts match those of the Town for the period July 1, 2017 – November 30, 2017</p> <ul style="list-style-type: none"> <li>• Conducted two employee annual reviews</li> <li>• Attended Users Council meeting in Northborough</li> <li>• Attended Silent Auction planning meeting</li> <li>• Assistant Director attended MassInc conference</li> <li>• Children's Librarian conducted story time outreach at Major Edwards</li> <li>• Winter newsletter prepared and printed</li> <li>• Multiple building issues were addressed: meetings held in preparation for phone installation, battery replacement in people counter and window alarms in Meeting Room, discussion with Chief Welsh regarding Knox Box and entry protocol, inspection by Building Inspector and Fire Chief, sprinkler repair in closet off of story hour room, ongoing issue with gas leak resulting in the Director and Assistant Director staying after hours to provide emergency access to the building, meeting with New England Mechanical to discuss HVAC vent repair</li> <li>• Received \$274 in donations into the Revolving Fund for the month of November</li> <li>• Mailed out newsletter</li> <li>• Secured and publicized \$4,350 anonymous Matching Gift Challenge for the Friends of the Beaman Library Endowment</li> </ul>

## OLD BUSINESS

- Independent Boiler Consultant meeting canceled. Representative from the Finance Committee is looking for a possible replacement consultant
- Discussed options for the naming ceremony in recognition of Louise Howland; decision to table discussion to next meeting
- Director provided information on how cell phone stipends are handled by other town departments. There is no standard compensation format that can be easily applied. Director will ask if a dedicated work cellphone for the library can be bundled with those already in use by other departments including fire and police.
- MIAA grant monies have been received for the installation of heated roof cables in gutters/downspouts. Parts are expected by December 15. Grant monies were not received for the installation of a handicapped door motor. Another grant is being pursued and a quote has been obtained in anticipation of this work being completed at a future date.
- Silent Auction raised \$6,512, falling below the previous event's revenues of \$8,783. Next fundraising event is scheduled for February, 2019

## NEW BUSINESS

- Fan coil units: the last of the spare zone valve actuators has been installed; the library could benefit from buying additional units

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online at a substantial savings over what the installer charges; the installer has agreed to use units provided by the library

- O'Connell Fire recommends the addition of an electrical safe extinguisher in the Tech Services room at a cost of \$510. This action would help protect against extensive damage to the servers posed by the use of traditional extinguishers. The Board agrees with this recommendation but has requested additional information before proceeding. W. Barnard has offered to research the issue.
- Woodpecker damage to EIFS is being monitored; the installation of deterrents may be needed if the issue persists.
- Extensive discussion of Library Job Descriptions classification drafts: the Town is seeking to standardize job descriptions and there is concern that some of the language used in the templates does not adequately describe and/or distinguish between positions held at the library. Clarification is needed from the Town as to how modifications to the descriptions can be made. The Director has requested that a subcommittee be formed to further review the job descriptions. K. Halpin and P. Novia have agreed to serve on the committee.
- The Action Plan for FY 2019 was reviewed; a motion to approve was not required as approval had been made at a previous meeting

**Motion Originator** W. Barnard  
**Motion Description** To approve Policies recommended by staff  
**Motion Seconded** J. Bricault  
**Result** Passed  
**Discussion**

- Four policies were reviewed: Internet Access & Safety Policy, Wireless Internet Access Policy, Confidentiality of Library Records Policy and Exam Proctoring Policy. The Exam Proctoring Policy is the first of its kind and was developed in response to the increasing number of requests for proctoring at the library.
- Memorial gift for Jackie Pruneau: the Board will donate \$50 to the memorial fund. Plans are underway for a planting in her memory, tentatively in collaboration with the Sterling Garden Club.
- Gas line replacement on Newton Street scheduled to begin December 4 and last 2-3 weeks
- Discussed additional late night hours provided by the Director and Assistant Director November 16-19 to allow emergency access to building during the gas leak. Board agreed an invoice should be sent to Eversource in an effort to secure compensation but that the \$497.99 in overtime would be paid in advance from library salary funds

**Motion Originator** ME Cocks  
**Motion Description** To approve invoice in the amount of \$497.99 to Eversource to provide compensation for emergency late night access to building November 16-19  
**Motion Seconded** P. Novia

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**Result Passed**

**Motion Originator** W. Barnard  
**Motion Description** To provide stipends to Anna Shaw in the amount of \$195.89 and to Lauren Espe in the amount of \$302.10 for providing emergency late night access to Beaman Memorial Public Library from November 16 through November 19, 2017  
**Motion Seconded**  
**Result** P. Novia  
Passed

- Snow Closing Policy reviewed
- Phone installation completed on December 4

**TRUSTEES' REPORTS AND REQUESTS**

- December 13 Staff Meeting: the Board will provide a breakfast at the December meeting. ME Cocks has offered to coordinate the event. Food may be brought to the library on Tuesday

**COMMUNICATIONS**

- The Board of Selectmen is preparing a community survey and have asked if the library would like to submit a question. Discussion was in favor of participation if a suitable entry could be developed by the deadline
- The Legislative Breakfast will be held at the Worcester Public Library at 8:00 am on February 16, 2018. Trustees are invited to attend
- Legislative Day in Boston is scheduled for March 6, 2018

**NEXT SCHEDULED MEETINGS:**

January 9, 2018  
February 6, 2018  
March 6, 2018  
April 3, 2018  
May 8, 2018  
\*\*Wednesday, June 6, 2018  
September 11, 2018  
October 2, 2018  
\*\*Wednesday, November 7, 2018  
December 4, 2018

**MOTION TO ADJOURN**

**Motion Originator** ME Cocks  
**Motion Seconded** P. Novia  
**Time of Adjournment** 9:40 pm

**Signatures**

**Submitted by:** Janet Bricault  
**Date Submitted:**

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