



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

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

June 6, 2018 / 7:00 pm / Muriel H. Stiles Meeting Room
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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 7:03 p.m.

Election of Chair, Vice Chair, Clerk, Building Committee Rep.

Motion Originator	ME Cocks
Motion Description	Re-elect Kate Halpin, Chair
Motion Seconded	P. Novia
Result	Passed

Motion Originator	K. Halpin
Motion Description	Re-elect ME Cocks, Vice Chair
Motion Seconded	J. Bricault
Result	Passed

Motion Originator	P. Novia
Motion Description	Re-elect M. Kaelin, Clerk
Motion Seconded	J. Bricault
Result	Passed

Motion Originator	P. Novia
Motion Description	Re-elect W. Barnard, Building Committee Representative
Motion Seconded	ME Cocks
Result	Passed

Trustees with keys and alarm codes	W. Barnard and K. Halpin
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Alarm Call List	Anna Shaw first, L. Espe second, and W. Barnard third.
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Approval of May 8, 2018 Minutes

Motion Originator	ME Cocks
Motion Seconded	J. Bricault
Result	Passed as amended

Reports

Motion Originator	W. Barnard
Motion Description	To accept the Director's Report for May, 2018
Motion Seconded	P. Novia
Result	Passed
Discussion	<ul style="list-style-type: none">• Facilities Manager still being discussed• Building issues: ongoing issues with CWMARS and Guardian regarding technology and upgrades. Coordinated with Light Department to remove wires from the street after truck hit the wires. Contacted Charter and Verizon to clean up dangling wires. Also met with Light Department to discuss moving phone and internet wires under the street. Light Department has inserted pull cable to accomplish this move. Barnard Roofing came to assess condition of the chimney. They will give an estimated quote to remove or repair chimney. Heat switchover was completed. DPW repaired crumbling concrete on handicapped ramp.• Four staff attended Massachusetts Library Association Conference and reported that it was an excellent experience. Children's Librarians attended Kindergarten Registration.• Two volunteers have moved away. One new volunteer has been added and one more has had an interview.

OLD BUSINESS

- No additional news on independent boiler consultant or naming ceremony.
- Draft job descriptions are under review by Personnel Board designee.
- 2019 budget passed at Town Meeting.

NEW BUSINESS

- Representative from Medford Historical Society met with A. Shaw and S. Carlson to discuss their exhibition on Lydia Maria Childs.
- June 30th bill sheet: enough trustees will be available to sign July 5th. P. Novia and W. Barnard will be available.
- Library will close at 5:00 pm on the day before Thanksgiving.
- The trustees will be working on a contract for A. Shaw.

COMMUNICATIONS

None

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NEXT MEETINGS

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

LIBRARY CAPITAL REQUESTS 10-YEAR PLAN

- **FY20: \$89,000 rubber roof replacement**
- **FY21: \$12,000 color copier**
- **FY22: \$6,000 circulator pumps**

MOTION TO ADJOURN

Motion Originator P. Novia
Motion Seconded J. Bricault
Time of Adjournment 8:50 pm

Signatures

Submitted by: MaryEllen Cocks
Date Submitted:

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