



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

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

**March 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 7:03 p.m.

**Approval of February 6, 2017
Minutes**

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

Reports

Motion Originator	ME Cocks
Motion Description	To accept the Director's Report from February, 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-February 28, 2018.• Director verified that payroll surplus is running low (\$500), but Town Accountant stated that the Library can use state aid for overtime, vacation, etc. No approval is needed, as state aid is unrestricted.• Clarification that funds from Holy Cross (totaling \$12,000) must be used by June 1, 2018.• Received \$2,239.50 settlement from Eversource for diagnosis and repair of boiler related to gas line replacement in December, 2017.• Library usage numbers indicate a 7.7% increase in attendance and 5.8% increase in circulation from the previous year (thus far).• New server installed.• Spring newsletter was printed and distributed.
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OLD BUSINESS

- No additional news on independent boiler consultant; waiting on Pete Murphy.
- Working on drafting a job description for Sue Gomes to adequately reflect her role.
- FY 2019 budget will be finalized at May meeting. Budget will be level-funded with the exception of salaries line. Staff will receive a 2% cost of living increase, and all staff due for step increases will receive them in the next fiscal year. An additional \$1,500 will also be put in supplies budget. The Library's 16% materials expenditure requirement is currently short \$4,500 (in order to qualify for state aid).

NEW BUSINESS

- Muriel Stiles memorial donations have been received.

TRUSTEES' REPORTS/ REQUESTS

ME Cocks and A. Shaw attended Library Legislative Day in Boston. They noted that legislators keep track of all emails, phone calls, visits, etc. They also met with a representative of Harriette Chandler, as well as with Jim O'Day.

COMMUNICATIONS

None

NEXT MEETINGS

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	M. Kaelin
Motion Seconded	P. Novia
Time of Adjournment	8:15 pm

Signatures

Submitted by:	Michelle Kaelin
Date Submitted:	

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