



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

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

**December 4, 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	7:05 p.m.
Motion Originator	ME Cocks
Motion Description	To approve the Minutes from November, 2018 meeting
Motion Seconded	W. Barnard
Result	Passed

Reports

Motion Originator	P. Novia
Motion Description	To accept the Director's Report for November, 2018
Motion Seconded	J. Bricault
Result	Passed
Discussion	<ul style="list-style-type: none">• Financial statements: Municipal appropriations status reports as available. Library accounts match the Town's for the period of July 1, 2018–November 30, 2018.• Director attended Central MA Regional IT group on Nov. 29th; Town has applied for an audit of IT systems. Director requested that Library be part of this audit.• Library was used for 50 events and meetings in October.• WB Police walk-through took place on Nov. 1.• Elevator passed re-inspection on Nov. 8th.• Discussion of woodpecker problems; there are six current holes as of this meeting. Director met with V&S Finishing and reached out to the Department of Fish & Wildlife.• A permanent crosswalk added to Newton Street on Nov. 30.• We have been having problems with the website, which was originally done in 2012. Director requested help from the web developer who helped create it. Meeting scheduled. Computer problems are ongoing; Director requested Town funds to assist with tech purchases and repairs.• Library is looking for new volunteers.

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OLD BUSINESS

- No additional news on independent boiler consultant.
- Job description classification update: still a work in progress. Director and some Trustees met with Personnel Board. Town is getting state grant funding to compare classifications with similar MA towns. State will be involved in identifying towns.
- CORI checks will be implemented with staff.
- Lighting Department project will be installed in the spring. Timer installation estimated at \$250.
- Building maintenance account balance was \$423.75, but we received a grant (\$2276) from the Town's insurance company for sprinkler repair and rewiring condensate pump.
- Town has an interim Building Inspector.
- Endowment Event on April 5, 2019.

NEW BUSINESS

- Director met with Tom Dolan to discuss parking concerns and options.
- Discussion of draft budget and impacts of level-funded budget.
- Reviewed and discussed Employee Engagement Survey draft. Trustees requested more information regarding the survey's purpose and how results will be addressed.

Motion Originator
Motion Description
Motion Seconded
Result

W. Barnard
To allocate up to \$1000 to the Odd Fellows for snow removal.
M. Kaelin
Passed

Communications

Library Legislative Day is March 5, 2019. ME Cocks and A Shaw will attend.
Library staff meeting is December 7th.
Signatures needed for Dec. 28 bill sheet. M Kaelin and P Novia will be available for signing.
Legislative Breakfast scheduled for Feb. 8 at 8am in Northboro. All encouraged to attend.

Next scheduled Trustee meetings:

February 5, 2019	July/August: TBD
March 5, 2019	September 10, 2019
April 9, 2019	October 8, 2019
May 7, 2019	November 6, 2019 (Wednesday)
June 5, 2019 (Wednesday)	December 3, 2019

MOTION TO ADJOURN

Motion Originator	W. Barnard
Motion Seconded	P. Novia
Time of Adjournment	9:08 pm

Signatures

Submitted by: Michelle Kaelin
Date Submitted:

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