

Minutes of the Beaman Memorial Library

Board of Trustees Meeting

Wednesday, June 7, 2017

Members present: Whitney Barnard, Janet Bricault, MaryEllen Cocks, Kate Halpin, Michelle Kaelin, Patrick Novia, and Anna Shaw, Director.

Meeting called to order by the Chair at 7:02 p.m.

Welcome to all trustees and notification of Trustee Orientations at Lee Library (6/8) and Stevens Memorial Library in North Andover (6/20).

Election of Chair, Vice Chair, Clerk, and Building Committee Representative:

MaryEllen Cocks nominated Kate Halpin for Chair of the Board of Trustees; seconded by Michelle Kaelin. Passed.

Kate Halpin nominated MaryEllen Cocks for Vice Chair of the Board; Michelle Kaelin seconded. Passed.

MaryEllen Cocks nominated Michelle Kaelin for Clerk of the Board; Whitney Barnard seconded. Passed.

Whitney Barnard self-nominated for Building Committee Representative; MaryEllen Cocks seconded. Passed.

Discussion regarding American Alarm call list: library key to go to Kate Halpin.

Minutes:

Motion to accept the Minutes of May 18, 2017 made by ME Cocks and seconded by W. Barnard. Vote to accept minutes as amended. Passed.

Reports:

Financial Statements:

Municipal appropriations status reports as available.

The library accounts match those of the Town for the period July 1, 2016–May 31, 2017. Note: Holy Cross check arrived but does not yet show in account as posting is delayed by 2 weeks.

Motion to accept the Report of the Library Director from May, 2017 made by M. Kaelin, seconded by W. Barnard.

Discussion: Children's Librarian and Assistant Director reviews took place. Art Show opening featured in *The Banner*. New non-fiction book group conducted. Building passed fire inspection. New employees hired on May 31, 2017: Alyssa Papia and Spencer Stevens.

Vote to accept the Report of the Library Director. Passed.

Old Business

New hours (9 a.m.–12 p.m.) funded by Holy Cross started on June 3, 2017. Seventy-five people visited, with a line waiting for the doors to open.

Fall fundraiser will be held 10/13/17 at The Manor. The theme will be "Lucky Friday the 13th." Endowment Committee met in May to discuss. Letters to sponsors will be sent out in July.

New England Mechanical update: work on fan coil repair stalled, as the parts that were ordered were not programmed. Waiting for programmed parts.

Envisionware (time management) software installed on computers. Deep Freeze software not yet installed.

Per recommendation of the Town Finance Committee, the Director contacted a boiler consultant. A. Shaw received an email quote of \$475 from General Mechanical for travel to location, site visit, and follow-up with recommendations. Discussion to reach out to FinCom to invite to meeting (to be scheduled) with General Mechanical.

New Business

CW/Mars annual agreement came in; this is a new agreement.

Select Board and Town Administrator will have a retreat to discuss goal-setting, and are asking for input. Discussion of need for a town facilities manager.

Lighting Department will be shutting down power on Monday, 6/19/17, to install a new transformer.

The end-of-year bill sheet is due by noon on Wednesday, 6/30/17. M. Kaelin and P. Novia agreed to come in to sign.

Trustee Reports/Requests

Request by K. Halpin to move the date of September Trustee meeting from 9/5/17 to 9/12/17. Request approved.

Communications

None

Motion to adjourn meeting made by ME Cocks, seconded by P. Novia. Meeting adjourned at 8:20 p.m.

Upcoming Meeting Schedule

Trustees Meetings

July, August: TBD

September 12, 2017

October 3, 2017

November 8, 2017

December 5, 2017