



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

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

**September 12, 2017 / 7:00 pm /
Muriel H. Stiles Meeting Room**

Members Present: Whitney
Barnard, MaryEllen Cocks, Kate
Halpin, Michelle Kaeiln, Patrick
Novia, and Anna Shaw, Director

Members NOT Present: Janet
Bricault

Invited Guests: none

Call to Order by Chair, Kate Halpin Time: 7:02

Approval June, 2017 Minutes

Motion Originator ME Cocks
Motion Seconded W. Barnard
Result Passed

Reports

Motion Originator P. Novia
Motion Description To accept the Director's Report from June, 2017
Motion Seconded W. Barnard
Result Passed
Discussion Financial statements: Library accounts match those of the Town for the period July 1, 2016-June 30, 2017.
Director recommended that trustees attend a Trustee Orientation.
Discussion of library staff proctoring exams for students taking online classes. Director has drafted a policy and will look at policies from other libraries.

Motion Originator ME Cocks
Motion Description To accept the Director's Report from July, 2017
Motion Seconded W. Barnard
Result Passed
Discussion Financial statements: Library accounts match those of the Town for the period July 1, 2017-July 31, 2017.
The non-fiction book discussion group is still developing.
The library received the telescope in July, as well as a donated phone system.
The art night (Bad Art Night) on July 11th was very successful.
Chiller battery needed to be replaced when AC went on.
NE Mechanical came to finish fan coil units.
Circulation counts were slightly down; Boylston and Shrewsbury libraries were closed last summer.
We had 6 broken computers, but 10 machines donated.

Motion Originator	W. Barnard
Motion Description	To accept the Director's Report from August, 2017
Motion Seconded	P. Novia
Result	Passed
Discussion	Financial statements: Library accounts match those of the Town for the period August 1, 2017-August 31, 2017. The Korean cultural program was very successful. Discussion of town's sidewalk work; patrons will not be allowed to park in front of Odd Fellows. Discussion of the future of the Italian program. A. Shaw reached out to Holy Cross professor. HC will help out by sending students. Program will be under the umbrella of the library and take place the 2 nd and 4 th Saturdays of the month. The town is trying to get green energy certified; audits will be taking place. Sue Gomes's Escape Room programs were successful, as was the summer reading program. The library will have a high school intern (Jenna, a senior) on T/W/Th through January; she will work on archiving historical facebook posts. The benches were installed.

NEW BUSINESS

Motion Originator	ME Cocks
Motion Description	To set the signature signing policy for bill sheets/warrants to be two signatures; at least one will be a trustee, and the second may include the Director, Assistant Director, or Children's Librarian. Payroll must be signed by the Director, Assistant Director, or Children's Librarian.
Motion Seconded	P. Novia
Result	Passed
Motion Originator	W. Barnard
Motion Description	To reimburse Library Director for ALA Membership
Motion Seconded	M. Kaelin
Discussion	Director requested reimbursement for ALA Membership paid for personally.
Result	Passed
Motion Originator	ME Cocks
Motion Description	Motion to honor staff request to close at 5:00 pm on November 22, 2017 and use vacation time.
Motion Seconded	W. Barnard
Result	Passed
Motion Originator	ME Cocks
Motion Description	Motion to approve allowing up to \$1000 to Odd Fellows for snow removal.
Motion Seconded	M. Kaelin
Result	Passed
Additional Discussion	Discussed naming the "Director's Office" in honor of Louise Howland. Looking to plan a dedication next spring. A. Shaw will talk to Connor Sign about a plaque, and a committee will be formed to plan the event. Ten-year plan for building repairs due to FinCom.

FY'19: town plans to hire a buildings person.

**TRUSTEES' REPORTS/
REQUESTS**

None

COMMUNICATIONS

None

NEXT MEETING

October 3, 2017
November 8, 2017 (Wednesday)
December 5, 2017

MOTION TO ADJOURN

Motion Originator	P. Novia
Motion Seconded	M. Kaelin
Time of Adjournment	9:00 pm

Signatures

Submitted by:	Michelle Kaelin
Date Submitted:	