

## **MINUTES OF THE BEAMAN LIBRARY BOARD OF TRUSTEES MEETING**

### **January 5, 2016**

**MEMBERS PRESENT:** MaryEllen Cocks, Whitney Barnard, Donald DeMarsh, Janet Bricault, Kate Halpin, Tamara Fay. Also present: Louise Howland, Dir., and Anna Shaw, Asst. Dir.

The Chair convened the meeting at 7:04 p.m.

### **MINUTES**

Motion by M. Cocks to accept the minutes of the December 1, 2015 meeting, second by D. DeMarsh. Passed unanimously. Motion by D. DeMarsh to accept the minutes of the December 8, 2015 special meeting, second by J. Bricault. Passed unanimously.

### **REPORTS**

- Financial statements: Municipal appropriations status reports were reviewed. The Library accounts match those of the Town for the period beginning July 1, 2015 to December 23, 2015. The Library has received approximately \$6000, representing the first half of its state aid allocation.
- L. Howland presented the Report of the Library Director for activities in December. Among items discussed: The Library was used for 30 meetings/events and 372 materials were added during the month of December. The total number of registered cardholders is 2,880. Total circulation count was 5903, a 10% increase over the previous year. An additional electrical outlet was installed in the Children's Department on December 30. An annual inspection was conducted on December 16 by the Town Building Inspector. The window in the Story Time Room continues to leak. The roofing company has inspected the gutter but the problem remains unresolved. A booster extender was added to improve Wi-Fi coverage. A motion to accept the report was made by D. DeMarsh, second by T. Fay. Passed unanimously.
- Report on recent Friends activities: The Friends held the annual Holiday Open House on December 19 with a concert provided by the Harmonica Band of the Northborough Senior Center. Membership renewals will go out January 20.
- Report on recent Endowment activities: As of today's meeting, 47 4- inch bricks and 35 8- inch bricks have been sold for the patio project. The cost of etching the bricks is approximately \$2100 and as \$9400 has been received, the cost of installation has been covered. Deadline for orders will likely be extended to March. IRS donation statements for those giving over \$250 will be sent out after January 1.

## **OLD BUSINESS**

- Boiler repair update: A balancing of the boilers was completed which should have allowed for alternating function between the units as needed. Boiler 1 was initially running as expected but Boiler 2, though on, did not appear to be functioning. A large puddle was found under the pressure relief pipe and the service lights on both boilers were flashing. Following an 8 hour service call, Boiler 1 is running and Boiler 2 has been shut off until the problem has been identified. Final payment is being withheld until the boilers are functioning properly.
- The National Register of Historic Places application was approved in Boston on December 9, 2015. The Library is awaiting a confirmation letter from the State that the approval has been made at the Federal level at which time a celebration can be planned.

## **NEW BUSINESS**

- The FY2017 budget request due to the Town on January 11, 2016 was reviewed. The challenges of a level-funded budget were discussed including potential problems attracting a new director, maintaining staffing support levels and meeting maintenance, service and repair costs. It was noted that the Library's IT support has been provided by Trustee D. DeMarsh for years and that without his generous volunteerism these costs would represent an additional financial burden to the Library. A capital request for the carpeting replacement project will be presented at Town Meeting.
- A discussion on proposed changes to the Fines Policy was passed over to the February meeting.
- The 2016 Library Legislative Breakfast is being held on February 12, 2016 at the Worcester Public Library. Trustees are invited to attend.

## **COMMUNICATIONS**

- A request from a member of the Historical Commission to hang the Civil War "Fallen Heroes" plaque on the main floor of the Library was discussed at length. It was determined that due to factors such as the plaque's size and fragility, there is no place suitable on the Library's main floor. The plaque has been temporarily housed in the Historical Society's vault since its removal from the Mixter Building and it is the Board's hope that it can be put on permanent display at the new Town Hall.

## **ADJOURNMENT**

Motion to adjourn at 8:10 p.m. by M. Cocks, second by D. DeMarsh.

Reminder: next special meeting scheduled for January 12, 2016 at 7:00 p.m.; next regular meeting scheduled for February 2, 2016 at 7:00 p.m. T. Fay and J. Bricault will not be in attendance at the February 2 meeting.