



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

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

**October 3, 2017 / 7:00 pm / Muriel H. Stiles Meeting Room**

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

**Members NOT Present:** None

**Invited Guests:** none

**Call to Order by Chair, Kate Halpin** Time: 7:00 p.m.

### **Approval Sept., 2017 Minutes**

<b>Motion Originator</b>	ME Cocks
<b>Motion Seconded</b>	W. Barnard
<b>Result</b>	Passed

### **Reports**

<b>Motion Originator</b>	W. Barnard
<b>Motion Description</b>	To accept the Director's Report from September, 2017
<b>Motion Seconded</b>	P. Novia
<b>Result</b>	Passed
<b>Discussion</b>	<p>Financial statements: Library accounts match those of the Town for the period July 1, 2017-September 30, 2017.</p> <ul style="list-style-type: none"><li>• Hyde Foundation money will support magazine collection; \$900 received last spring.</li><li>• Director attended State Aid workshop; they have received our paperwork, and we are in compliance.</li><li>• HC "extra hours" party was successful and well-attended; library may get an intern (on work-study) next summer.</li><li>• Director attended Finding Common Ground workshop (state-funded) with Fire Chief. May be able to get CEUs for this. Director to do site assessment at conclusion of the program.</li><li>• West Boylston ADA Day: staffed tried out wheelchairs and walkers to experience accessibility; determined that Newton Street door is not entirely accessible, and signage needs to be improved.</li><li>• Transformer work has been completed.</li><li>• Users Council Meeting: includes academic and public libraries; decision made to retain circs. for 7 days to protect patrons' privacy.</li><li>• Central Mass Library Directors Group (newly formed): local group to advocate for Central MA; approximately 12 (of 24) attended first</li></ul>

*The information contained in this electronic message is legally privileged and confidential under applicable law, and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender and delete this communication without copying or distributing it.*

meeting.

- Reviewed building and equipment issues, including fire alarm sensor failure, work to be done by NE Mechanical. Building Committee will see about getting funds to install heat coils in the gutter and downspouts over the ramp for patrons' safety.
- Requested \$1500 in Free Cash transfer to install donated phone system.

#### **OLD BUSINESS**

- Fall fundraiser: Lucky Friday the 13<sup>th</sup> at The Manor, October 13, 2017 at 7pm.
- New computers are operational; EnvisionWare installed on 9/27.
- Meeting with independent boiler consultant scheduled for 10/27/17 at 10 am. Director will extend invitation to former Trustee, Don DeMarsh.
- Discussed date for naming ceremony for Louise Howland; decision to push decisions to next meeting.

#### **NEW BUSINESS**

- Per request of the Trustees, Director researched cell phone stipends/reimbursements in other libraries, as well as within the town. Results were discussed. Trustees requested that Director inquire about the amount of the reimbursement allowance from the town offices.
- As noted, funds may be available for heated roof coils and handicapped door motor.
- Discussed the donation of 1 art piece for silent auction (donated by former director), which had been in the West Boylston Room. Tour of West Boylston room followed; tour provided by Steve Carlson.

<b>Motion Originator</b>	ME Cocks
<b>Motion Description</b>	To donate art to the silent auction for the Lucky Friday the 13 <sup>th</sup> fundraiser.
<b>Motion Seconded</b>	M. Kaelin
<b>Result</b>	Passed

- Next Trustee Orientation will take place on Thursday, October 26<sup>th</sup> in Shelburne Falls at the Arms Library.
- Discussion of 2018 Trustees meeting schedule; Director will revise based on suggested changes (to January and May, 2018).

#### **TRUSTEES' REPORTS/ REQUESTS**

None

#### **COMMUNICATIONS**

Discussion of Director's presentation for Town Meeting.

#### **NEXT MEETING**

**November 8, 2017 (Wednesday)**  
**December 5, 2017**

#### **MOTION TO ADJOURN**

**Motion Originator** ME Cocks

*The information contained in this electronic message is legally privileged and confidential under applicable law, and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender and delete this communication without copying or distributing it.*

**Motion Seconded M. Kaelin**  
**Time of Adjournment 9:00 pm**

**Signatures**

**Submitted by: Michelle Kaelin**  
**Date Submitted:**

*The information contained in this electronic message is legally privileged and confidential under applicable law, and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender and delete this communication without copying or distributing it.*