



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

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

**February 5, 2019 / 7:00 pm /  
Muriel H. Stiles Meeting Room**

<b>Members Present:</b>	<b>Whitney Barnard, Janet Bricault, MaryEllen Cocks, Michelle Kaelin, Patrick Novia, and Anna Shaw, Director</b>
<b>Members NOT Present:</b>	<b>Kate Halpin</b>
<b>Invited Guests:</b>	<b>none</b>

**Call to Order by Vice Chair, 7:00 p.m.**  
**MaryEllen Cocks**

<b>Motion Originator</b>	<b>W. Barnard</b>
<b>Motion Description</b>	<b>To approve the Minutes from January, 2019 meeting.</b>
<b>Motion Seconded</b>	<b>J. Bricault</b>
<b>Result</b>	<b>Passed</b>

### **Reports**

<b>Motion Originator</b>	<b>P. Novia</b>
<b>Motion Description</b>	<b>To accept the Director's Report for January, 2019.</b>
<b>Motion Seconded</b>	<b>W. Barnard</b>
<b>Result</b>	<b>Passed</b>

<b>Discussion</b>	<ul style="list-style-type: none"><li>• <b>Financial statements: Municipal appropriations status reports as available. Library accounts match the Town's for the period of July 1, 2018–January 31, 2019.</b></li><li>• <b>Update: \$16,000 left in services budget (out of \$60,000). Director will keep an eye on this, as this amount will not get the Library through the end of the fiscal year.</b></li><li>• <b>Director met with Kat Fisher about library promotional videos; waiting for WBPA to finish editing.</b></li><li>• <b>Director attended West Boylston Room Open House on January 9<sup>th</sup>; Steve and Spencer were on-hand to answer questions.</b></li><li>• <b>Met with Lisa Bean from Webster First to discuss free collaborative programming; first program will focus on identity theft.</b></li><li>• <b>Half of the Library staff earned CPR recertification.</b></li><li>• <b>Children's Room after-hours Spy Night program on Jan. 4 was very successful.</b></li><li>• <b>DPW helped take old electronic equipment to the recycling center and covered costs.</b></li><li>• <b>Library hosted a high 55 meetings and events in January.</b></li><li>• <b>Security cameras are fixed.</b></li></ul>
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- Director met with web developer who will advise as to new web hosting and security precautions.
- Still looking for additional volunteers.

#### OLD BUSINESS

- No additional news on independent boiler consultant.
- Job description classification update: no news.
- Endowment event will be on April 5<sup>th</sup> at The Manor and will be publicized in newsletter going out in February. Dairy Queen fundraiser will be on April 9, 2019, 5-8 pm. Director will create facebook events for sharing.
- Building maintenance account balance: \$2041.25. Still waiting for condensate pump invoice. Decision made to wait a few months to install streamers to deter woodpeckers. EIFS repairs and Newton Street vestibule heater projects forthcoming.
- Budget 2020: Trying to get more technology financing, as it did not get on the October warrant. Capital requests: (1) \$90K for rubber roof repair (as quoted by Crocker Architectural), (2) \$15,570 for chimney repair; pursuing Community Preservation Act funds, (3) \$38K for HVAC air handler replacement, and (4) \$20K for technology.
- FINCOM and BOS Liaisons: Director will meet with FINCOM in the spring and address this.
- Additional review and discussion of Fines Policy: Director has had numerous conversations with other library directors. Currently, 50 libraries in MA do not charge fines. Director will discuss policy with staff.
- Update: Nancy Lucier is acting Town Administrator.

#### NEW BUSINESS

- Discussion of copier service contract at Friends meeting, as well as funds collected from copier use.

**Communications** Library Legislative Day is March 5, 2019. Bus pickup is in Auburn. ME Cocks and A. Shaw will attend; all are welcome.  
 Legislative Breakfasts: Northborough (2/8) and Boylston (2/22).  
 Next scheduled Trustee meetings:  

April 11, 2019	September 10, 2019
May 7, 2019	October 8, 2019
June 5, 2019 (Wednesday)	November 6, 2019 (Wednesday)
July/August TBD	December 3, 2019

#### MOTION TO ADJOURN

<b>Motion Originator</b>	<b>P. Novia</b>
<b>Motion Seconded</b>	<b>J. Bricault</b>
<b>Time of Adjournment</b>	<b>8:50 pm</b>

#### Signatures

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

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