



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

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

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

Members Present: Whitney
Barnard, Janet Bricault, MaryEllen
Cocks, Kate Halpin, Michelle
Kaelin, and Anna Shaw, Director

Members NOT Present: Patrick
Novia

Invited Guests: Karen Hennessey

Call to Order by Chair, Kate Halpin	7:00 p.m.
Motion Originator	ME Cocks
Motion Description	To approve the Minutes as corrected from April, 2019 meeting.
Motion Seconded	J. Bricault
Result	Passed

Reports

Motion Originator	J. Bricault
Motion Description	To accept the Director's Report for April, 2019.
Motion Seconded	W. Barnard
Result	Passed
Discussion	

- Financial statements: Municipal appropriations status reports as available. Library accounts match the Town's for the period of July 1, 2018–April 30, 2019.
- Director met with FinCom/CIB to discuss budget and special projects.
- Still working on tech updates; whatever can't get done will be done in the next FY.
- Coordinated with Lighting Department to install new outdoor lights; should be completed by the end of the week of 5/6/19.
- The Town will be doing a wage and classification study.
- Head of Children's Services led a very successful tween overnight on 4/26. Children's staff attended kindergarten screening days at Major Edwards Elementary.
- Received \$930 from the Robert Hyde Family Fund account; funds go toward materials for the Robert Hyde newspaper room.
- Summer newsletter is being printed.
- Policies currently being updated: Fines, Copier Use, Volunteer, and Code of Conduct. Board of Trustees emphasized the importance of CORI checks for all volunteers as a priority.
- Volunteers still needed on the Adult Floor. Currently, 26 hours are unfilled.

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OLD BUSINESS

- No additional news on independent boiler consultant. Boiler is working; heat switchover will be around 5/15.
- Budget update: \$1,269.25 remaining in maintenance account (to be spent on electrical work, EIFS repairs, and woodpecker damage).
- Budget 2020 update: level services budget on warrant.
- Pruneau memorial garden: notice to be sent out in summer newsletter. DPW to remove shrubs in May. Sterling Garden Club to plant in June. Plaque was ordered.
- Director's annual review: Board reviewed library document used last year and town review recently created; decision was to use the library form for Director's next review. For consideration at next meeting: creating a subcommittee to address/discuss Director evaluation tool.
- Job Descriptions update: Town hired consultant to review job descriptions; surveys due back by 5/10.

NEW BUSINESS

Motion Originator
Motion Description

Motion Seconded
Discussion

Result

- Parking on Newton Street/traffic: speed has been an issue of concern, particularly with vehicles not stopping for people in crosswalk.
W. Barnard
To close the Library early on the following dates: Thanksgiving Eve, Wednesday, November 27 (at 5:00 p.m.), Christmas Eve, Tuesday, December 24 (1:00 p.m.), and New Year's Eve, Tuesday, December 31 (5:00 p.m.).
ME Cocks
Director advised to speak with staff regarding their interest in working on Christmas Eve (10–1).
Passed

Trustee Reports and Requests

Discussion: movement in Massachusetts to change the charter of towns (for the library director to report to town rather than Board). Also a trend toward appointed (rather than elected) library Boards.

Communications

Next scheduled Trustee meetings:

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

MOTION TO ADJOURN

Motion Originator	J. Bricault
Motion Seconded	ME Cocks
Time of Adjournment	9:10 pm

Signatures

Submitted by: Michelle Kaelin
Date Submitted:

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