



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

Beaman Memorial Public Library Board of Trustees

Meeting Minutes

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

Members Present: Janet Bricault, MaryEllen Cocks, Kate Halpin, Karen Hennessy, Patrick J Novia, and Anna Shaw, Director. Whitney Barnard (arrived at 7:15 p.m.)

Invited Guests: none

Officer Elections.

Motion Originator	K. Halpin
Motion Description	Elect P. Novia as Clerk
Motion Seconded	ME Cocks
Result	Passed

Motion Originator	P. Novia
Motion Description	Elect K. Halpin as Chair
Motion Seconded	ME Cocks
Result	Passed

Motion Originator	J. Bricault
Motion Description	Elect ME Cocks as Vice Chair
Motion Seconded	Passed
Result	

Motion Originator	ME Cocks
Motion Description	Elect K. Hennessy as Representative for the Building Committee
Motion Seconded	J. Bricault
Result	Passed

Call to Order by Chair, K. Halpin	7:10 p.m.
Motion Originator	J. Bricault
Motion Description	To approve the Minutes as corrected from May 9 th and 31 st , 2019 meetings.
Motion Seconded	ME Cocks
Result	Passed

Reports

Motion Originator	ME Cocks
Motion Description	To accept the Director's Report for May, 2019.
Motion Seconded	J. Bricault
Result	Passed
Discussion	<ul style="list-style-type: none">• Conducted Assistant Director's performance evaluation May 2• Lead Staff meeting May 3

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- Attended Holy Cross Volunteer Breakfast May 7
- Attended Trustees Meeting May 7
- Met with Boylston Library Director May 8
- Met with Gale databases to discuss library offerings May 8
- Met with Clinton Library Director May 10
- Attended Mass Library Association conference May 20
- Attended Town Meeting May 20
- Hosted Artists reception May 31
- Conducted Head of Children's Services performance evaluation May 22
- Met with Newsbank to discuss new offerings May 22
- Filmed spot on WBPA about upcoming library programs May 22
- Met with Hoopla to discuss library offerings May 22
- Attended State reports webinar May 23
- Lead Nonfiction Book Discussion May 31
- Attended Trustees meeting May 31
- Director's performance evaluation May 31
- Prepared for volunteer breakfast May 31
- Facebook, Instagram, and Twitter posts are up.
- E-Newsletter has gone out and the open rates are up from past months

Building & Equipment:

- Met with Interim DPW Director to discuss garden shrubs and tree removal May 1
- Electrician out to look at light over handicapped ramp May 3, 16, 21, 28
- Light department installed new lights Week of May 6-13
- DPW removed garden shrubs May 6
- Piano tuning May 17
- Office of the Sheriff to discuss painting project May 21
- Met with Creative Building Solutions to plan for varnishing front doors May 21
- Electrician installed timer for external lights May 22
- Heat to A/C switchover occurred May 22-23
- MetroGroup for water monitoring May 30

OLD BUSINESS

- No additional news on independent boiler consultant. Boiler is working.
- Budget update: \$0.00 remaining in maintenance account. The last of the money was spent on securing a light which was in danger of falling.
- Pruneau memorial garden is moving along.
- 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 were due back in May, many issues with staff job descriptions across town departments.

Directors Review, Michelle did an amazing job compiling the data collected from all the Trustees and library staff. A very positive review this year.

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NEW BUSINESS

Motion Originator	ME Cocks
Motion Description	Signature Authority Policy- Set the signature policy for the bill sheet to be two signatures, at least one must be a trustee and the second may include the Director, Assistant Director, or the Head of Children's Services. Pay roll may be signed by the Director, Assistant Director or the Head of Children's Services.
Motion Seconded	J. Bricault
Result	Passed

Discussed the facts attained during the meeting on May 31st about a Trustee that has applied for the open custodian job at the Library. Contacted the Massachusetts Ethics Commission about the issue. And filled out and filed a form that gave the Director the authority to interview the Trustee for the job. Discussion as to if it would be appropriate for a member of the board to be an employee of the library, or an employee to be a member of the board.

Motion Originator	ME Cocks
Motion description	An employee of the Beaman Library may not be a trustee, and a member of the board may not be an employee of the Beaman Library
Motion seconded	J. Bricault
Result	Passed

Gary is retiring as of July 1st, the Trustees contributed buy a gift certificate to the Wayside Inn.

Michelle Kaelin is moving and is no longer a board member, the Trustees agreed to contribute for a gift certificate.

Trustee Reports and Requests

Communications	Next scheduled Trustee meetings:
	October 8, 2019
	November 6, 2019
	December 3, 2019
	July/August TBD
	September 10, 2019

MOTION TO ADJOURN

Motion Originator	J. Bricault
Motion Seconded	W. Barnard
Time of Adjournment	9:05 pm

Signatures

Submitted by:	Patrick J. Novia
Date Submitted:	

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