

Town of West Boylston  
140 Worcester Street, West Boylston, Massachusetts 01583  
BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES  
**Meeting Minutes – January 16<sup>th</sup> 2024**

Meeting Location – Reading Room, Beaman Memorial Public Library

Members Present – Kate Halpin, Sharon Hennessey, Katen Hennessy, Patrick Novia

Members Absent – None

Members Attending via Zoom – Stephanie Hannum and Tammy Hubbard

Director – Michael Long

Assistant Director – Lauren Espe

The Chair, K. Halpin Called the Board Meeting to order at 5:02PM

Motion Originator – S. Hennessey

Motion Description - to accept the minutes from the December Meeting.

Motion Seconded – S. Hannum

Motion Results – The Board unanimously voted to approve the December Meeting minutes.

Roll Call Vote

T. Hubbard – Yes

S. Hannum – Yes

K. Hennessy – Yes

S. Hennessey – Yes

P. Novia – Yes

Financial Statements – The library internal records and statements from December match with the town accountants' records.

Motion Originator- K. Hennessy

Motion Description- to accept the Library Director's reports from December.

Motion Seconded- S. Hennessey

Motion Results – unanimously voted to approve the Library Directors Report from December.

Roll Call Vote

T. Hubbard – Yes

S. Hannum – Yes

K. Hennessy – Yes

S. Hennessey – Yes

P. Novia – Yes

- Led Staff meeting
- Attended Trustee Meeting

- Led Fiction book group
- Trained new Director
- Met with Paul Marrone regarding Spring programming
- Met with TA Jennifer Warren-Dymont to discuss FY25 Budget and Capital Requests
- Led non-fiction book group
- Assisted patrons with Library technology
- 38 programs for 535 participants Highlights: Lego Room, Turkey Centerpieces, Holiday Harvest with Kim Larkin, Puzzle Players, Teen Gaming, Storybook Ballet of the Nutcracker
- Attended workshops and webinars: MA Teen Choice Book Award Committee, Wachusett-ish Children's Librarian, Fandom Foods, Sensory Friendly Inclusive Storytime, Aspen Administrator Training, YA Librarian met with MLS consultant re: teen services, Creativebug demo,
- Met with website consultant
- Hosted a visit from Santa
- 40 posts to Facebook: 1,416 followers (+3), Teen Programming for January,
- 23 posts to Children's Facebook Page: 565 followers (+16) Wreath-making, Parents' Night Out
- 39 posts to Instagram and 486 followers (+9)
- e-newsletter 1,467 successful # of deliveries (-6), 50.4% open rate
- The staff registered 20 West Boylston residents and 5 nonresidents for new cards and added 252 physical materials during the month. The total number of registered resident cardholders is 3,246.
  - Reset time on burglar panel every Friday - clock is not keeping time
  - Called Barnard Roofing to find out status of inspection, Jennifer at Barnard will ask them to respond
  - Robert Lopez from Water Dept did the backflow tests (2). He said they will test again in the Spring. Before then they may be back for their 5-year survey to see if there are any other tests that need to be done in the building.
  - Attic stairs will be replaced by Mark Pruneau sometime in first few weeks of January. He will try to do it on a Sunday-Monday.
  - Ask Chuck if it makes sense to put a dehumidifier in NF to reduce musty smell. YES
  - Noticed rain leaking through 2<sup>nd</sup> floor windows into 1<sup>st</sup> floor. Mark Pruneau will fix sills week of January 16.
  - Emcor finished Fall prev. maint. Couldn't replace the ignitor because it broke out of the box. Have ordered another one. Looked at 2 units that were blowing cold but couldn't find problem.
  - Emcor pushed the water pressure up from 24 to 37 to try to fix A6 issues.
  - Have been told we will receive \$8,000 from the Daymarc art grant.

## **OLD BUSINESS**

- New Benefitted Position – at the last meeting the board voted to authorize a new benefitted position at the library, the Director met with the Town Administrator about this, but decisions need to be made

- Trustee Meeting Schedule- the Board discussed the proposed meeting schedule and approved it; the schedule will remain flexible as needed.

## **NEW BUSINESS**

- Building Update – the Director gave the Board a run-down of some of the issues that have been happening with the building including an issue with one of the boilers and some leaking around windows in the children’s area, and the attic stairs will be replaced.

(Lauren Espe, Assistant Director left the meeting at 5:45PM)

- Goals for the New Director – the Director and the Board discussed some short-term goals for the Director which will be reviewed in June.

Next Meeting – February 13th 2024

Motion Originator- K. Hennessy

Motion Description- to adjourn until the meeting at 6:23PM

Motion Seconded- S. Hennessey

Motion Results – unanimously voted to adjourn until the next meeting

Roll Call Vote

T. Hubbard – Yes

S. Hannum – Yes

K. Hennessy – Yes

S. Hennessey – Yes

P. Novia – Yes

Respectfully Submitted,

*Patrick J. Novia*

Clerk of the Board