



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

BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES Meeting Minutes - September 10 ,2019

Beaman Memorial Library, Stiles Room

Members Present- Whitney Barnard, Janet Bricault, Mary Ellen Cocks, Kate Halpin, Karen Hennessy (late arrival, 7:08PM) Patrick Novia

Members Absent- None

Library Director- Anna Shaw

Convene- 7:03pm

Motion Originator- J. Bricault

Motion Description- To accept the minutes from the June board meeting.

Motion Seconded- M.E. Cocks

Motion Results- unanimously voted to approve the minutes as corrected.

Financial Statements- The current financial statements match up with the town's records. We are still in very good shape.

Motion Originator- J. Bricault

Motion Description- to accept the Directors Report from June.

Motion Seconded- M.E. Cocks

Motion Results- Unanimously voted to accept the Directors Report from June as discussed.

Discussion-

- Hosted Volunteer Appreciation Breakfast
- Attended ARIS workshop at Shrewsbury Public Library
- Attended Safety Committee meeting
- Requested traffic enforcement for speeding traffic around Central and Newton
- Met with Custodian and Assistant Director to learn how to reset chiller
- Interviewed Custodian candidates
- Attended Friends meeting
- Lead Staff meeting
- Attended CWMARS Users Council meeting
- Lead Newsletter Planning Meeting
- New Employee orientation

- Employee Exit Interview with the former custodian who felt that there should be a better system set up for when the current custodian wants or needs to take time off.
- Hosted 3rd Grade class visit
- Launched Summer Reading programs
- Lead Book Discussion Group
- Dino-man Summer Reading Kickoff program
- The Library hosted 37 meetings and events in the month.

Motion Originator- W. Barnard

Motion Description- To accept the Directors Report from July.

Motion Seconded- J. Bricault

Motion Results- voted unanimously to accept the Directors Report from July.

Discussion-

- Worked on State ARIS Report
- Met with Licensed State Inspector
- Met with Town Volunteer Grant Writer
- Met with Niche Academy for product demonstration
- Met with consultant about employee Job descriptions
- Staff Meeting
- Met with Volunteer to upgrade computers to Windows 10, so far 3 staff computers have been updated
- Met with WBPA to promote August Programs
- WBPD on site for traffic enforcement during pet show
- Met with All American Environmental
- Attended Town Hall meeting with ServiceMaster
- Exam proctoring
- Collected Reference Statistics
- Book Discussion Groups
- Assistant Director and Head of Children's Services met with WBPA to promote August programs
- Head of Children's Services Hosted 25th annual pet show
- The Library hosted 37 meetings and events in the month. Reset Chiller Clock July 1
- Reset Chiller Clock
- Cleaned Dehumidifier filters
- Interior of doors varnished
- Fire chief replaced missing escutcheon from ELC

Motion Originator- J. Bricault

Motion Description- To accept the Directors Report from August

Motion Seconded- W. Barnard

Motion Results- voted unanimously to accept the Directors Report from August.

Discussion-

- Lead staff meeting
- Discussed MBLC preservation contracts with Evan Knight
- Hosted Aldrich Astronomical for a program on the Lunar Landing August 6

- Registered for iCORI account which will allow the Director to conduct CORI checks
 - Completed and submitted State ARIS report
 - Mailed newsletter
 - Started State Financial Report
 - Met with Baker and Taylor to streamline Audio book ordering process
 - Attended Central Mass Library Advocates meeting
 - Requested that Light Department plant rhododendron to replace shrub removed in light project
 - Filmed segment for WBPA about upcoming September Programs
 - Met with Val Pruneau about tank alarm
 - Prepared and Submitted September Book order
 - Attended Town staff meeting
 - Sent e-newsletter
 - Sent quarterly newsletter for Sept-Nov
 - Teen Librarian lead Escape Room for Teens
 - Head of Children's Services hosted End of Summer reading Social
 - 509 registered to read, 9,806 books read
 - 54 Summer programs, 1693 program participants
 - End of Teen Summer Reading
 - 67 registered to read 275 books read
 - 9 Teen Summer programs, 51 participants
 - End of Adult Summer Reading
 - 115 registered to read, 654 books read
 - 44 Summer programs, 503 participants
- The Library hosted 41 meetings and events in the month

- MetroGroup water monitoring
- Elevator passed state annual inspection
- Worcester Elevator came out for an inspection
- WBPD was on hand for summer reading social
- DPW painted crosswalks on Central and Newton Streets
- MetroGroup Water monitoring
- Contacted EMCOR to schedule replacement of heating fans in Newton St vestibule
- Changeover to fall hours on signs, phones, computers, website, social media, etc.
 - Exterior painting project
 - Working with MA Operational Services Division and others to find qualified vendors.
 - Preparing application to Community Preservation Committee
 - Coordinating documents and application with Patrick Crowley
 - Working with Beverly Goodale from the Historical Society for endorsement and approval
 - Met with Todd Drew, Alpine Environmental to review project
 - Chimney Repair and Capstone Replacement
 - Coordinating with CPC and Historical society to ensure that the Library's application is complete.
 - Front Doors varnished
 - Tank Alert alarm & investigation.
 - Consulted with Former Library Directors: Ellen Dolan & Louise Howland
 - Trustees: Don DeMarsh, Val Pruneau, Whitney Barnard
 - DPW/Sewer Department: Gary Kellaheer, Tom Frost, Keri Mikinaitis.
 - Building Inspector: George Tignor and read all Library files.
- Light Department Director: Jonathan Fitch

- Building committee member Winn Handy
 - DCR Superintendent John Scannell
 - Company who installed tight tank and stormwater filtration system, James Rheault, Whitman and Bingham
 - Also consulted: Favreau Septic, Building Department files, Health Department, Fire Department, Town Administrator.
 - Custodian noticed alarm was going off
 - Favreau Septic called to pump tank
 - Val Pruneau reviewed building files, blueprints, contacted contractor
 - Tom Frost, Sewer Department. Reviewed alarm, blueprints, Tight Tank
 - Tom Frost, Sewer Department reviewed stormwater filtration system
 - Josh Crowley, Electrician traced the wire and found that it had been cut outside of the building. He disconnected the alarm but left it in place.
- Met with Nick Langhart, Westminster Library Director to discuss removal and rebricking of their library

- Contacted several repairs companies to get quotes on patching holes, power washing, and long-term projects like caulking.
- Todd Rivers EIFS on site to review patching and power washing of EIFS
- Gutter cleaning

Fire Department on site to look at Newton Street gutters. Confirmed that gutters are clear.

Fire Department on site to look at Central Street gutters. Confirmed that gutters are clear.

- Tech Volunteer worked on public computers
- Met with Brad Warren, Guardian to discuss Library Technology
- Tech Volunteer worked on public computers

- Phones

2 of the phones on the children's floor not ringing with external calls. Portable phones unable to pick up incoming calls.

Replaced batteries, extensive troubleshooting, contacted BCS for support.

Problems with multiple lines engaging with incoming calls

Old Business

- Independent Boiler Consultant- DPW Director will help find a consultant
- Pruneau Memorial Garden will be on hold until after the exterior painting project is complete
- Job Descriptions- The Director met with the new consultant that the town has brought on

New Business

- Tank Alert Alarm
- Building projects: EIFS repairs, Fan coil unit repairs, Chimney project, Painting project
- Technology/Computers update
- Grants: Walmart and State Technology Grant status
- No news on Facilities manager
- Staff meeting will be held Friday Dec 6
- Long Range Plan and upcoming town wide survey

• October Town Meeting & Remarks: upcoming funding requests, long range plan survey. Statistics. Extended Hours, Library use. Upcoming programs. Handouts: newsletter, bookmarks, Long range plan survey

- Volunteer policy approval, application and guidelines update
- CORI check policy
- Disaster plan updated online in D-plan Document

Trustee Reports and Requests- None

Motion Originator- W. Barnard

Motion Description- Adjourn Meeting

Motion Seconded- M.E. Cocks

Motion Result- Voted to Adjourn at 9:15pm

Next Meeting will be October 8, 2019 at 5:00PM

Respectfully Submitted, Patrick J. Novia

Save this file as Year-Month-Day-Name of Committee-Minutes (Example: 2017-10-15-ZBA Minutes)

Convert the Word file to PDF (File, Export, Create PDF/XPF Document) and forward to the town Clerk's Office.

Town Clerk: TownClerk@WestBoylston-MA.gov