



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

## BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES Meeting Minutes – October 8 ,2019

Beaman Memorial Library, Stiles Room

Members Present- Whitney Barnard, Janet Bricault, Mary Ellen Cocks, Kate Halpin, Karen Hennessy, Patrick Novia

Members Absent- None

Library Director- Anna Shaw

Convene- 7:03pm

Motion Originator- W. Barnard

Motion Description- To accept the minutes from the September board meeting

Motion Seconded- J. Bricault

Discussion- as noted, some changes were made to the minutes from our last meeting.

Motion Results- unanimously voted to approve the minutes

Motion Originator- M. E. Cocks

Motion Description- to accept the financial statements as available

Motion Seconded- K. Hennessy

Discussion- the financial statements provided match the town's records

Motion Results- unanimously voted to accept the financial statements

Old Business

Motion Originator- M.E. Cocks

Motion Description- to accept the library Director's report for September

Motion Seconded- K. Hennessy

Discussion-

- Met with Beverly Goodale to discuss upcoming chimney and painting projects
- Talked with Town Administrator about changes to Personnel Bylaws
- Relayed to staff information about changes to Personnel bylaws
- Meeting with Gale
- Lead staff meeting
- Attended State Financial Reports workshop
- Cataloged reusable bags for library materials
- Reviewed Trustee Bylaws and procedures for updates

- Lead newsletter planning meeting
- Met with Bill Sweeny and Ian Young to discuss disaster recovery and building scan
- Reviewed results of community survey
- Reviewed EIFS quotes
- Attended C/W MARS Users Council meeting
- Attended Friends of the Library meeting
- Attended Historical Commission meeting
- Met with Officer Pupecki to discuss Alice training, speeding and pedestrian safety on Newton Street
- Met with DBS cleaning solutions
- Collaborated with Light department to host Electric Car show
- Attended Central Massachusetts Library Advocates meeting
- Proctored an exam
- Lead Nonfiction Book Discussion Group
- Met with Bill Sweeney, Service Master to do a scan of the building- Basement and first floor done
- Sent September e-newsletter
- Head of Children's Services did outreach at Major Edwards Elementary School
- Assistant Director attended Niche Academy webinar
- Assistant Director attended State Financial Reports workshop
- Head of Children's Services did outreach at Community Nursery School
- The Library hosted 50 meetings and events in the month of September
- Evergreen problems
- Light department planted rhododendrons to replace shrubs removed in lighting project
- Hergon EIFS on site to quote EIFS project September 4
- Met with Bob Benedict to discuss varnishing bench in Newton Street vestibule
- Contacted Raymond James to request photos of chimney project
- Chiller turned off and back on again
- Car accident on Newton Street, car parked on Newton Street totaled
- Custodian painted the Stiles Meeting Room, looks great
- Reset Chiller, again
- Light on Newton St. Porch replaced
- MetroGroup water monitoring
- Engine oil pan found on Newton Street, patron later returned to find it
- Phone repairs
- Guardian updated DNS
- Catalog computer not working
- Tech volunteer worked on computer updates
- UPS 700 failure
- Guardian on site to decommission old server, and do PAC on server

## New Business

Motion Originator- P. Novia

Motion Description- To change the current bylaws

Motion Seconded- J. Bricault

Motion Results- unanimously voted to change the current bylaws as written

Discussion-

Motion to Amend Article V. 1

ARTICLE V. Meetings

1. Regular meetings shall be planned at the Beaman Memorial Public Library monthly, excluding July and August, as scheduled by the Chair, but failure to do so shall not be considered a violation of the bylaws. Regular attendance is expected. A Trustee is expected to give advance notice to the Chairperson whenever he/she cannot attend a meeting.

Article II. Membership

5. A member of the Board of Trustees of the Beaman Memorial Public Library may not be an employee of the Beaman Memorial Public Library.

Discussion about the upcoming town wide survey which will be distributed before the town meeting in May 2020, possible questions for the survey about how patrons use the library or what they know about the library

Trustee Reports and Requests-

None

Communications-

Open Meeting Law Regional Training Workshop: Wednesday, November 20, 2019 Southborough Senior Center, 9 Cordaville Road, Southborough, MA 01772 5:30-7:30 PM

Next Meeting-

November 5, 2019 7:00pm, Stiles Room, Beaman Memorial Library

Motion Originator- M.E. Cocks

Motion Description- Adjourn Meeting at 9:36 PM

Motion Seconded- P.Novia

Motion Results- unanimously voted to adjourn

Respectfully Submitted,

*Patrick J. Novia*