



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

BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES Meeting Minutes – November 5, 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- 7:05pm

Motion Originator- J. Bricault

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

Motion Seconded- M.E. Cocks

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-

The Director:

- Met with Trustee Chair to sign State Aid forms
- State Aid forms mailed
- Worked on state technology grant with the towns volunteer grant writer
- Attended state procurement workshop
- Attended CMLA group meeting
- Completed Fixed Assets review for Town Accountant
- Safety Committee meeting
- Guest Author presentation
- Submitted State technology grant proposal

- Guest speaker presentation
- Submitted Cultural Council Grant
- Reviewed assistive listening technology
- Lead staff meeting
- Presented at Friends of the Library Annual Meeting
- Presented under Article 1 at October Town meeting
- Reviewing draft job descriptions
- Updating emergency procedures
- Preparing capital improvement worksheets
- Reviewing state procurement laws
- Reading State procurement contracts
- Working on upcoming building projects:
- EIFS repairs
- Painting project
- Chimney project
- Recommended ADA repairs
- Tank Alert alarm
- Air Duct Cleaning

The Staff:

- Provided extensive technology assistance
- Head of Children's Services attended Picture Perfect webinar
- Head of Children's Services attended Maker Space webinar
- Assistant Director met with Baker and Taylor representative
- Head of Children's Services went to Elementary school for outreach
- Head of Children's Services attended Fierce Girls webinar
- Head of Children's Services attended Winter programming webinar
- Teen Librarian lead Teen advisory group meeting
- Assistant Director lead book discussion group
- Collected Reference, computer usage and delivery statistics
- Assistant Director lead e-books workshop
- Provided extensive technical assistance
- Filmed segments for local cable
- The Library hosted 71 meetings and events in the month

Building & Equipment:

- Met with Keane Fire Safety
- Met with Chris Rucho to discuss painting project, chimney repair, EIFS, woodpecker damage and dead trees at the Library
- EIFS power washed
- Water in meeting room
- Worcester Elevator on site for regular maintenance
- Heat Switchover/ preventative maintenance, filters changed
- Fan coil motors replaced in Newton Street Vestibule
- Keane Fire inspected extinguishers
- Met with Town Administrator and Police Chief to discuss parking and safety
- Met with Pro Air Duct Cleaning
- Met with Service Master to complete indoor scan of building
- Adjusted exterior light timers
- Met with Town building inspector to go over building codes and library accessibility

- Met with Duct and Vent Cleaning America
- Bench in Newton St Vestibule removed for refinishing
- Leaves cleared from chiller pit drains
- Keane Fire replaced fire extinguisher
- Met with NorthEast Door to discuss door automation
- Met with Shanahan Sound to discuss presentation equipment and assistive listening technology
- MetroGroup water monitoring on site for water testing Technology

Guardian picked up decommissioned server

- Public computers 1 and 2 had difficulty connecting to the internet
- Met with Tech Volunteer to discuss upcoming Projects
- Phone call with Guardian to discuss upcoming projects and grant funding
- Met with web developer to discuss website security, extensions and updates

New Business

Motion to Amend Article V. 1 from our last meeting

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.

Motion Results- Voted all in favor

Motion to Amend Article II from our last 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.

Motion Results- Voted five yays, one nay

Trustee Reports and Requests- None

Communications- None

Next Meeting-

December 3, 2019 5:00pm, Stiles Room, Beaman Memorial Library

Motion Originator- M.E. Cocks

Motion Description- Adjourn Meeting at 9:30 PM

Motion Seconded- K. Hennessy

Motion Results- unanimously voted to adjourn

Respectfully Submitted, *Patrick J. Novia*