



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

BEAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES Meeting Minutes – December 3, 2019

Beaman Memorial Library, Stiles Room

Members Presents - Janet Bricault, Mary Ellen Cocks, Kate Halpin, Karen Hennessy

Members Absent - Whitney Barnard, Patrick Novia

Library Director - Anna Shaw

Convene - 5:10 PM

Motion Originator - M.E. Cocks

Motion Description - to accept the minutes from the November board meeting

Motion Seconded - K. Hennessy

Motion Results - unanimously voted to accept the minutes from the November board meeting

Motion Originator - M.E. Cocks

Motion Description - to accept the financial statements as available

Motion Seconded - K. Hennessy

Motion Results - unanimously voted to accept the financial statements as available

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

Old Business

Motion Originator- M.E. Cocks

Motion Description- to accept the Library Director's report for November

Motion Seconded- K. Hennessy

Motion Results – unanimously voted to accept the Library Director's report for November

Discussion -

- The Fire Chief conducted a successful fire and emergency procedures drill with library staff
- The library has accepted the donation of bound volumes of The Banner for addition to its collection
- The Director met with FINCOM representative C. Berglund to discuss projects, capital funding requests and the need for a facilities manager
- Job descriptions are under ongoing review with the Town; the Director has been given a list of 12 towns to compare compensation rates. New job descriptions and their respective pay ranges are tentatively scheduled to take effect July 1, 2020
- The library received a state aid check in the amount of \$7,470.14
- Plumbing repairs are being made to the downstairs restrooms

New Business

The 2020 Meeting Schedule for the Board of Trustees will be as follows:

- January 7, 2020
- February 4, 2020
- **Wednesday**, March 4, 2020
- April 7, 2020
- May 5, 2020
- **Wednesday**, June 3, 2020

- July – TBD
- August – TBD
- **Wednesday**, September 2, 2020
- October 6, 2020
- **Wednesday**, November 4, 2020
- December 8, 2020

Meetings are held at 5:00 PM at the Beaman Memorial Public Library on the first Tuesday of the month except as noted above due to elections or scheduling conflicts.

The Green Community Project will fund the replacement of fluorescent bulbs with LED lighting at an estimated yearly savings of \$2000 and the purchase of a dehumidifier and two refrigerators.

The Town of West Boylston Board of Selectmen Policy on the Closing of Municipal Buildings for Extreme Hazardous Weather Conditions was reviewed. The library may be closed under the direction of the Trustees if they deem conditions unsafe for staff and patrons, even if Town offices elect to remain open.

Snow accumulation on December 2-3 caused hazardous conditions at the library as the sidewalks and on-street parking spaces were not cleared of snow in time for normal operating hours. Because there is no way to determine when the DPW will complete snow removal during any given storm, it was decided that the library may be closed at the discretion of the Trustees until it is safely accessible. Communication with patrons will be important during these changing conditions; a possible solution is to provide updates via FaceBook every two hours as to when the library will reopen.

Approximately 35 metal folding chairs have been returned to the library following storage during renovations. These chairs are no longer needed by the library and will be offered to other Town departments.

Motion Originator - J. Bricault

Motion Description - To approve the Fiscal Year 2021 Action Plan

Motion Seconded - K. Hennessy

Motion Results - unanimously voted to approve the Fiscal Year 2021 Action Plan

Discussion -

- Reviewed goals of the library including the implementation of genre stickers to help patrons identify books appropriate for Middle School students, pursuing members for the Teen Advisory Group, continuing outreach efforts at the public schools and promoting technology through availability and training

Trustee Reports and Requests - None

Communications - None

Next Meeting - January 7, 2020, 5:00 PM, Stiles Room, Beaman Memorial Library

Motion Originator - M.E. Cocks

Motion Description - Adjourn Meeting at 6:02 PM

Motion Seconded – K. Hennessy

Motion Results - unanimously voted to adjourn

Respectfully Submitted,

Janet Bricault