



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

Beaman Memorial Public Library Board of Trustees **Meeting Minutes**

April 3, 2018 / 7:00 pm / Muriel H. Stiles Meeting Room
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Members Present: Whitney Barnard, Janet Bricault, MaryEllen Cocks, Michelle Kaelin, Patrick Novia, and Anna Shaw, Director
Members NOT Present: Kate Halpin
Invited Guests: none

Call to Order by Vice Chair, 7:00 p.m.
MaryEllen Cocks

Approval of March 6, 2018 Minutes

Motion Originator	J. Bricault
Motion Seconded	W. Barnard
Result	Passed

Motion Originator	P. Novia
Motion Description	To accept the Minutes from February 6, 2018 and Agenda from March 6, 2018, as corrected.
Motion Seconded	W. Barnard
Result	Passed

Reports

Motion Originator	M. Kaelin
Motion Description	To accept the Director's Report from March, 2018.
Motion Seconded	J. Bricault
Result	Passed

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| Discussion | <ul style="list-style-type: none">• Financial statements: Library accounts match those of the Town for the period July 1, 2017-March 31, 2018.• Ongoing tasks: finalizing summer hours, preparing budget and job descriptions.• Director to meet with Finance Committee regarding budget on April 9 at town offices. ME Cocks and J. Bricault to attend as well.• Met with Nicole from Library Ideas to review new product (storybooks audiotrack); library will try out samples.• Summer reading program theme will be Libraries Rock; current |
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discussions about tying in geology and music.

- Library book sale raised \$5220.
- People count was up for March (from prior year) by over 1000, while circulation count was down from prior year by approximately 200.
- Contacted Eversource due to gas smell outside the library; replaced meter.

OLD BUSINESS

- No additional news on independent boiler consultant; waiting on Pete Murphy.
- Created a new job description for Sue Gomes to adequately reflect her role. Not yet finalized.
- Discussion of budget process for 2019.
- Muriel Stiles memorial donations currently total \$505. Director spoke with Cathy (daughter) and discussed purchase and installation of a projector and screen in the Muriel Stiles room; suggestion was well-received.

NEW BUSINESS

- Director made a request for staff to attend MLA-Framingham in May. Cost is \$250 plus meals and mileage (for 2 days). Approved sending 4 people (1 day each) for a total of \$500 plus meals and mileage.

TRUSTEES' REPORTS/ REQUESTS

None

COMMUNICATIONS

None

NEXT MEETINGS

May 8, 2018
June 6, 2018 (Wednesday)
September 11, 2018
October 2, 2018
November 7, 2018 (Wednesday)
December 4, 2018

MOTION TO ADJOURN

Motion Originator M. Kaelin
Motion Seconded P. Novia
Time of Adjournment 8:50 p.m.

Signatures

Submitted by: Michelle Kaelin
Date Submitted:

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