



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

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

January 9, 2018 / 7:00 pm / Muriel H. Stiles Meeting Room
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Members Present: Whitney Barnard, Janet Bricault, MaryEllen Cocks, Kate Halpin, Michelle Kaelin, Patrick Novia, and Anna Shaw, Director
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Members NOT Present: None

Invited Guests: none

Call to Order by Chair, Kate Halpin 7:05 p.m.

**Approval of December, 2017
Minutes and amendments to the
Minutes**

Motion Originator	ME Cocks
Motion Seconded	W. Barnard
Result	Passed

**Motion to accept Minutes as
amended and corrected**

Motion Originator	P. Novia
Motion Seconded	J. Bricault
Result	Passed

Reports

Motion Originator	M. Kaelin
Motion Description	To accept the Director's Report from December, 2017
Motion Seconded	ME Cocks
Result	Passed

Discussion	Financial statements: Library accounts match those of the Town for the period July 1, 2017-December 31, 2017.
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- Subcommittee formed and met to review draft job descriptions.
- MIIA (town's insurance company) building inspection scheduled; will be looking into heating loss.
- Heating roof coils installed above ramp on 12/19 and have improved conditions.
- Library met anonymous matching gift challenge and raised

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over \$10,007 for the Endowment.

- Director working on preparing level-funded and level services budgets for FY19.
- Building and equipment highlights: HVAC vent #7 fixed; phone installation occurred 12/4; gas line replaced 12/4-12/29
- People count and circulation counts up from last year in spite of Newton Street closure due to gas line replacement.

OLD BUSINESS

- No additional news on independent boiler consultant; Pete Murphy will research and get back to us.
- Discussion about naming a bench after Louise Howland and reimbursing Endowment Committee for the expense. Director will research sources of payment.
- Invoice sent to Eversource for overtime emergency late night access was denied; stipends paid to Director and Assistant Director from salary line.
- Electrical safe fire extinguisher has been ordered and will be installed in January.
- Subcommittee to review job descriptions suggested changes to some to more accurately reflect staff responsibilities.

NEW BUSINESS

- After WB building inspection, concerns arose about library storage; staff discussed ideas (attic and Children's magazine room). Board requested that Director look into the cost of installing doors for the magazine room.
- Anonymous challenge

TRUSTEES' REPORTS/ REQUESTS

None

COMMUNICATIONS

Thank you card from staff for December brunch
Town-wide Planning Public Forum scheduled for 1/22 at 7pm at the Town Offices (room 120)
Legislative Breakfast to be held at the Worcester Public Library on 2/16; trustees welcome.

NEXT MEETINGS

February 6, 2018
March 6, 2018
April 3, 2018
May 8, 2018
June 6, 2018 (Wednesday)
September 11, 2018
October 2, 2018
November 7, 2018 (Wednesday)
December 4, 2018

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MOTION TO ADJOURN

Motion Originator ME Cocks
Motion Seconded W. Barnard
Time of Adjournment 8:37 pm

Signatures

Submitted by: Michelle Kaelin
Date Submitted:

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