



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

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

**September 11, 2018 / 7:00 pm /  
Muriel H. Stiles Meeting Room**

<b>Members Present:</b>	Whitney Barnard, Janet Bricault, MaryEllen Cocks, Kate Halpin, Michelle Kaelin, Patrick Novia, and Anna Shaw, Director
<b>Members NOT Present:</b>	none
<b>Invited Guests:</b>	none

**Call to Order by Chair, Kate Halpin 7:03 p.m.**

**Approval of Minutes from June 6, 2018 meeting**

<b>Motion Originator</b>	<b>J. Bricault</b>
<b>Motion Seconded</b>	<b>W. Barnard</b>
<b>Result</b>	<b>Passed</b>

### **Reports**

<b>Motion Originator</b>	<b>M.E. Cocks</b>
<b>Motion Description</b>	<b>To accept the Director's Reports for June, July, and August, 2018</b>
<b>Motion Seconded</b>	<b>P. Novia</b>
<b>Result</b>	<b>Passed</b>

<b>Discussion</b>	<ul style="list-style-type: none"><li>• Financial statements: Municipal appropriations status reports as available.</li><li>• Library accounts match the Town's for the period beginning July 1, 2018–August 31, 2018.</li><li>• Along with Town Administrator and School Superintendent, Director Shaw participated in panel discussion for local Girl Scouts group on June 5.</li><li>• Director met with Kat Fisher about Library Stories project (interviewing patrons about their library stories). Facilitated many interviews throughout the summer. Interviewees included Representative O'Day and Senator Chandler. WBPA is involved in video editing now.</li><li>• Summer reading program was a success, including kick-off and end-of-summer party.</li><li>• Many building issues throughout the summer, including heat switchover; elevator phone reconnected; handicapped door re-filled; flooding in boiler room and West Boylston Room due to</li></ul>
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AC condenser unit pump failure (and repairs to both rooms); failed elevator inspection; and battery replacement in fire panel.

- Director attended Disaster Live Burn workshop (part of Disaster Training series).
- Director attended several meetings, including Performance Evaluation meeting; Personnel Board meeting; meeting with Sergeant Papandrea about building safety, ALICE training, and speeding on Newton Street. Director expressed interest in having each officer visit the library to become familiar with it.
- Met with Town Administrator to discuss IT services collaboration with Town for potential cost savings if using the same vendor; this would be 3 years out.
- Director to meet with Verizon to move phone lines underground (no show; meeting rescheduled) and met with Charter to move cables underground.
- ARIS and Financial reports: statistics and information compiled and submitted.
- Submitted capital requests form to Town Administrator (for the next 10 years).
- Facebook page "likes" grew from 831 to 858.

#### OLD BUSINESS

- No additional news on independent boiler consultant or naming ceremony.
- Director will attend meeting to discuss job description clarification
- Budget 2019: no new information; may need to update budget

Motion Originator  
Motion Description  
Motion Seconded  
Result

M.E. Cocks  
To close at 5 p.m. on Thanksgiving Eve (November 21).  
M. Kaelin  
Passed

- 10-year capital requests: October Town Meeting request for money for chimney repair, elevator repair, and technology needs.

#### NEW BUSINESS

- Newton Street Paving Project
- Light Department project to install 12 light fixtures around library property; may be able to install underground conduits and foundations in early fall; discussion of cost to operate and questions for Light Department.
- Discussion of combining IT services with the Town (3 years out).
- October Town Meeting requests for elevator capital improvement, chimney repair, and technology purchases. Goal for May: automatic door opener for Newton Street side entrance.
- Based on ARIS/financial State reports, there was a

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recommendation to adopt the BOS policy on violence in the workplace.

**Motion Originator** P. Novia  
**Motion Description** M.E. Cocks  
**Motion Seconded** To approve posting the Violence Prevention policy from BOS.  
**Result** Passed

**Motion Originator** K. Halpin  
**Motion Description** To renew Director's ALA membership  
**Motion Seconded** M.E. Cocks  
**Result** Passed

- Discussion of staffing levels in the library and policy recommendations (no current policy).

**Motion Originator** M. Kaelin  
**Motion Description** There must be 2 staff members in order to open the first floor of the Library and a minimum of 3 staff to open the entire library.  
**Motion Seconded** P. Novia  
**Result** Passed

- Discussion of failed elevator inspection and recommendations of Worcester Elevator Company.
- Meeting with Personnel Bylaws Committee
- Staff meeting scheduled for Friday, December 7<sup>th</sup>, will be "thank you" breakfast for the staff. M.E. Cocks offered to organize.
- Discussion of October Town Meeting remarks (capital requests, fundraiser in February, extended hours, library use, and upcoming programs. Plan to hand out newsletter.)
- Friends of the Library week October 21–27: celebrating by highlighting all the things the Friends do to support the library.
- Endowment Committee meeting on September 27<sup>th</sup> at 6:30 pm to plan February, 2019 event ("Love your Library").

**Communications** Trustee orientation in Ayer, MA November 13, 6–8 pm

Next scheduled Trustee meetings:

October 2, 2018

November 7, 2018 (Wednesday)

December 4, 2018

#### **MOTION TO ADJOURN**

**Motion Originator** M. Kaelin  
**Motion Seconded** M.E. Cocks  
**Time of Adjournment** 10 pm

#### **Signatures**

**Submitted by:** Michelle Kaelin  
**Date Submitted:**

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