



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

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

**October 2, 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 7:05 p.m.**

**Approval of Minutes from  
September 11, 2018 meeting**

**Motion Seconded J. Bricault  
Result Passed**

### **Reports**

**Motion Originator M.E. Cocks  
Motion Description To accept the Director's Report for September, 2018  
Motion Seconded W. Barnard  
Result Passed**

#### **Discussion**

- Financial statements: Municipal appropriations status reports as available.
- Library accounts match the Town's for the period of July 1, 2018–September 30, 2018.
- Director has been working on compiling stats and information for state financial reports. Library is on target in terms of expenses. Expecting full state aid. Assistant Director attended State Financial Report Workshop on 9/10.
- Met with Town Administrator and Finance Committee to discuss capital requests and town meeting warrant articles.
- Successful collaboration with Light Department for Electric Car Week.
- Director is working to revise outdated policies; Spencer is taking the lead.
- Discussed many building and technology issues, including elevator, roof, internet and phone lines, copier and printer issues, as well as plumbing issues.
- Facebook page "likes" grew from 858 to 868.

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## OLD BUSINESS

- No additional news on independent boiler consultant.
- No additional news on job classification; possible impact to salaries budget line.
- Town Meeting Warrant Articles/Capital Requests; meeting with FINCOM on 10/10 at 7pm (may need to be rescheduled).  
October warrant: elevator, chimney  
May warrant: Technology funding, automatic door opener (may be able to pursue a grant for the door opener).
- Discussion of elevator: failed inspection. Need to replace door restrictor. Director is waiting to hear back from Worcester Elevator regarding this project.
- Discussion of the chimney (part of the historical portion of the building and not in use). W. Barnard advised leaving as is.
- Endowment event changed to first Friday in April (from February).

## NEW BUSINESS

- Discussion of mural idea for Children's Room; all agree it is a great idea, but not a cost we want to incur at this point.
- Discussion of Trustee meeting schedule for 2019; dates listed below.

## Communications

Trustee orientation in Ayer, MA November 13, 6–8 pm (Director and ME Cocks plan to attend.)

### Next scheduled Trustee meetings:

November 7, 2018 (Wednesday)

December 4, 2018

January 8, 2019

February 5, 2019

March 5, 2019

April 9, 2019

May 7, 2019

June 5, 2019 (Wednesday)

July/August: TBD

September 10, 2019

October 8, 2019

November 6, 2019 (Wednesday)

December 3, 2019

## MOTION TO ADJOURN

Motion Originator	P. Novia
Motion Seconded	M. Kaelin
Time of Adjournment	9:12 pm

## Signatures

Submitted by:	Michelle Kaelin
Date Submitted:	

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