



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

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

March 5, 2019 / 7:00 pm / Muriel  
H. Stiles Meeting Room

**Members Present:** Whitney  
Barnard, Janet Bricault, MaryEllen  
Cocks, Kate Halpin, Michelle  
Kaelin, Patrick Novia, and Anna  
Shaw, Director

**Members NOT Present:** none

**Invited Guests:** none

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

**Motion Originator** P. Novia

**Motion Description** To approve the Minutes from February, 2019 meeting.

**Motion Seconded** J. Bricault

**Result** Passed

### **Reports**

**Motion Originator** ME Cocks

**Motion Description** To accept the Director's Report for February, 2019.

**Motion Seconded** J. Bricault

**Result** Passed

### **Discussion**

- Financial statements: Municipal appropriations status reports as available. Library accounts match the Town's for the period of July 1, 2018–February 28, 2019.
- Director attended 2 legislative breakfasts (in Northborough and Boylston).
- Director reviewed preliminary video footage from WBPA.
- Met with Chris Berglund from Finance Committee to discuss budget, capital requests, and building issues.
- Town funds requested to upgrade our computers (all running Windows 7); library also needs 11 new computers.
- Still working with web developer to identify new web hosting option so the website will not be vulnerable to hacking.
- Building issues are ongoing, including issues with timely snow removal to ensure patron and staff safety.
- Continuing to work on updating policies, specifically the Fines Policy, Copier Policy, and Volunteer Policy & Code of Conduct.
- Still looking for additional volunteers; Wednesdays are a priority. Two new volunteers are needed on the adult floor.

### **OLD BUSINESS**

- No additional news on independent boiler consultant.
- Job description classification update: Personnel Board is not addressing salary issues at this time. They are getting job descriptions in order for the State's consultant to review. Board did approve all edits made by Director.
- Endowment event will be on April 5<sup>th</sup> at The Manor. Dairy

- Building maintenance account balance: \$2041.25. Still waiting for American Alarm invoice. Upcoming projects: EIFS repairs and Newton Street vestibule heater.
- Budget 2020: Director prepared 2 budgets; level-services budget will allow us to run the Library (as opposed to level-funded).
- Capital requests: (1) \$105,094 for rubber roof repair, (2) \$15,570 for chimney repair, (3) \$32,972 for HVAC air handler replacement, and (4) \$20K for technology.
- FINCOM and BOS Liaisons: Director scheduled meeting with FINCOM representative on 2/26.
- Update: Nancy Lucier is Interim Town Administrator.

- Interim DPW Director (Gary) hired.
- Library had snow removal and plowing issues on 2/13 and 2/19. No issues on 2/28.
- Town can give \$3000 for installation of new computers in this fiscal year (from the Town's tech budget).
- Meeting tentatively scheduled with the full FINCOM/Capital Improvement Board on Tuesday, April 2<sup>nd</sup>.
- Staff updates: Jeanne Comstock will be out for 6–8 weeks of medical leave. Gary has announced his retirement at the end of the fiscal year.

Communications	Report on Library Legislative Day: Had meetings with Jim O'Day's and Harriette Chandler's aides.	
	Report from Legislative Breakfasts: Both O'Day and Chandler were very supportive at Legislative Breakfasts and hopeful about the state budget. Senator Chandler spoke very highly of the Beaman Library and Director, Anna Shaw.	
	Next scheduled Trustee meetings:	
	May 7, 2019	October 8, 2019
	June 5, 2019 (Wednesday)	November 6, 2019 (Wednesday)
	July/August TBD	December 3, 2019
	September 10, 2019	

**Motion Originator** J. Bricault  
**Motion Seconded** P. Novia  
**Time of Adjournment** 8:30 pm

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