



**Beaman Memorial Public Library**  
8 Newton Street, West Boylston MA 01583  
www.beamanlibrary.org  
508-835-3711

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**BOARD OF LIBRARY TRUSTEE MEETING**  
**December 4, 2007**

**PRESENT:** Whitney Barnard, Elizabeth Witkowicz, Irene Woods, Louise Howland, Sue Bream, Anne Parsons Marchant

**PREVIOUS MINUTES:** W. Barnard moved to accept the minutes of the November 2007 meeting. I. Woods seconded the motion and it was unanimously passed.

**FINANCIAL REPORT:** L. Howland presented the financial report.

**LIBRARIAN'S REPORT:** L. Howland presented the Librarian's report. S. Bream made a motion to accept the Librarian's Report. The motion was seconded by W. Barnard and passed unanimously.

**ACTION PLAN:** Electronic and hard copies of the FY2009 Action Plan have been distributed. The Action Plan was reviewed. The Action Plan is a working document that will be revisited each Fall for submission to the State on December 1 of a given year. Trustees applauded the Action Plan and the hard work required for its creation.

**LONG RANGE PLAN (2009-2013):** The revised Long Range Plan was reviewed. Once approved, the Plan will be posted on the Library website and will move forward to state reviewers. E. Witkowicz moved acceptance of the Long Range Plan. Her motion was seconded by S. Bream and passed unanimously.

**BUDGET:** Louise has been asked to submit preliminary budget paperwork by Dec 21 which is too early for review by the Trustees. The Trustees request the opportunity to review the budget, so Louise will request of the Town that Library budget materials be submitted after January 1, 2008.

**FOUNDATION:** I. Woods attended a Planned Giving seminar provided by the Central Region. L. Howland has accessed sample documents from Shrewsbury Public Library's Foundation established March 2007. The need for a focused goal was discussed. L. Howland will speak with Holden colleagues regarding their relationship with the Greater Worcester Community Foundation. S. Bream will connect with Mr. Erskine. S. Bream suggested conversation with Tom Caruso regarding the West Boylston School system's experience with establishing WestBest. A. Marchant will discuss with Tom Caruso.

**NEW BUSINESS:** The "Large Print" area requires more space. The designer involved in the renovation project recently reviewed the library space. Designer recommendations toward reorganizing space/shelving of the ground floor will be forwarded to L. Howland.



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There has been a change in the State Ethics Commission definition of a “Business Organization”.

TRUSTEE MEETING SCHEDULE: Meetings for 2008:

- Wednesday April 2
- Wednesday November 5 other meetings will stand on First Tuesday of the each month.

The meeting adjourned at 9:50 p.m.

Respectfully submitted,

Anne Parsons Marchant