



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

BOARD OF LIBRARY TRUSTEE MEETING
November 8, 2007

PRESENT: Whitney Barnard, Elizabeth Witkowitz, Irene Woods, Louise Howland, Sue Bream, Pauline McCormick, Anne Parsons Marchant

E. Witkowitz moved to accept the minutes of the October 2, 2007 meeting with the following revision: "The long range library plan is still in the draft stage; the *committee* will meet again in November". The motion was unanimously passed.

FINANCIAL REPORT: L. Howland presented the financial report.

LIBRARIAN'S REPORT: L. Howland

- The Town Administrator is publishing a report titled "Managing for Results" which includes some of the data published in the Librarian's Report. Content of the Librarian's Report was reviewed.

S. Bream made a motion to accept the Librarian's Report for October. The motion was seconded by E. Witkowitz and passed unanimously.

Custodian David Gomes is providing service to the library 6 days a week from 5:30-7:30 a.m.

Connor Sign has provided a proposal for a sign providing library hours. Total cost following a \$400.00 discount is \$285.00. Louise will move forward with this expenditure.

OLD BUSINESS

Budget 2008

- Waiver application is in
- West Boylston is 2.7% below the required town appropriation.
- MBLC has proposed a new State Aid Program which is three tiered. Louise described implications of the proposed program for Beaman Library.

LONG RANGE PLAN: Trustees are invited to review the draft long range plan and to submit comments for consideration by the committee on November 17. Comments should be submitted to Louise by November 16, 2007.

CABLE CHANNELS. Channel 11 is moving its operational space into the library Tech Room. Louise plans to broadcast selected library programs.



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NEW BUSINESS PERSONNEL

Library staff are currently working to complete job descriptions.

Sue Bream will head the process for the Director's evaluation. Louise will distribute evaluation forms electronically with plans to conclude the process at the January meeting. Return of evaluation forms to Sue Bream is requested by 15 December.

GRANTS

\$12,500 has been received for both LSTA grants. MBLC reports 76 of the state's 351 libraries received these grants. Of the 76 recipients, 12 received two or more awards. West Boylston is one of those 12. Kudos!!

LETTERS

2 anonymous letters have been received by the library. Louise is in contact with the WBPD.

TRUSTEE ORIENTATION

Provided by MBLC on a biennial basis next scheduled for Fall 2008.

TRUSTEE DISCUSSION

- Irene Woods shared that she will not be running for re-election to the Trustees.
- Sue Bream attended the MBLC gathering in Marlboro the weekend of October 27, 2007. She proposes Trustees consider forming a Foundation to benefit the library. The need to have a clear intention for the use of foundation money was discussed.
- Louise will contact Ellan Dolan at the Shrewsbury Public Library and request information re: Shrewsbury's foundation experience.
- Louise will contact MBLC with a similar request for information.
- E. Witkowicz is interested in trying to best the current record for people reading in lawn chairs on a town common (currently 370).

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 9:27 p.m. The next Trustee's Meeting will be held on December 4, 2007.

Respectfully submitted,

Anne Parsons Marchant