



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

---

## **BOARD OF LIBRARY TRUSTEE MEETING** **Sept 4, 2007**

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

E. Witkowitz moved to accept the minutes of the June 5, 2007 meeting and the August 7, 2007 meeting. The motion was unanimously passed.

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

**LIBRARIAN'S REPORT:** L. Howland –

- In the two months since the computer update there have not been any server shutdowns or data corruptions.
- A materials order of \$337.00 was inadvertently charged to a trust fund account at the close of the fiscal year. The expenditure was an appropriate one for the designated trust fund and will stand.
- L. Howland has spoken with Tom Dolan who continues to pursue a donation from the Ace Hardware recently arrived in town.

E. Witkowitz made a motion to accept the Librarian's Report. The motion was seconded by W. Barnard and passed unanimously.

**COMMUNITY OUTREACH UPDATE:** The letters prepared by the Community Outreach volunteers are under discussion to be distributed with help of the Friends.

L. Howland spoke with Leon Gaumand, Town Manager, regarding the preparation of the waiver application. If the library's budget is cut in such a way that there is disparity between percentage of cuts to the library and percentage of cuts to other town departments, and if that disparity approaches 5%, Mr. Gaumand is required to go before the Mass Library Commissioners to defend the budget cuts chosen by the Town. A disparity in cuts assigned to varied town department might also affect the chances of receiving a waiver.

L. Howland will be the guest speaker at the October 9, 2007 Women's Meeting at Hillside Village with Angell Brook guests in attendance.

Town meeting will be October 15, 2007. S. Bream made a motion to authorize Louise to recommend the following article to the warrant for the Town Meeting: "Authorization to Appropriate Funds for the Library FY08 Budget – To see if the Town will vote to raise and appropriate or transfer from available funds the sum of Fourteen Thousand Three Hundred Seventy dollars and No cents (\$14, 370) to be expended by the Board of Library Trustees to meet the minimum spending level as required by the State's Board of Library Commissioners".

A. Parsons Marchant will phone the school and see if it would be possible to distribute lemonade prior to the Town Meeting.



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

---

**LONG RANGE PLAN:** Staff continues to work on Goals/Objectives for the Plan.

ARIS Report was submitted to the MBLC. This report details information regarding local libraries and provides opportunity for comparison across libraries. "Downloadable" items available on the library Website are also being included in circulation numbers. L. Howland reports that as of July 1, 2007, approximately 15 of the 3500 available downloads have been accessed. L. Howland will send the Beaman statistics electronically to Trustees. In the coming months, comparison with other communities can be done via the MBLC website.

**TRUSTEE MEETING SCHEDULE:** Meetings for 2008:

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

**GRANTS:** Staff members J. Pruneau and S. Gomes continue to prepare for awarded grants. Funds may not be released until January 2008.

A cash donation from Winnie and Al Hesemeyer has been received.

Following a recent Banner article regarding the magazine drive, proceeds from a recent Bandstand concert donations were donated to the Magazine drive.

**MLTA MEMBERSHIP:** It was decided that the Board of Trustees should join the MLTA . Board members are asked to bring a check for \$20.00 to the October meeting toward MLTA dues. Materials for the 12th annual Joint Conference of the MLTA to be held Saturday October 27, 2007 at the Marriott in Marlborough were distributed. Those interested, please submit conference registration with your \$20.00 MLTA dues at the October meeting.

**SIGNAGE:** A patron request has been received for a sign which would increase the visibility of library hours. L. Howland will investigate costs for such a sign and follow up with the interested patron.

A landscaper who recently did some trimming work requested permission to place a sign advertising the landscaping service. L. Howland will pursue with the Building Inspector.

CMRLS will be holding a meeting "Truth to Power" for library directors at Beaman on October 19, 2007.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Anne Parsons Marchant