



## PROPOSED MEETING AGENDA

140 Worcester Street, West Boylston, Massachusetts 01583

In accordance with the provisions of MGL 30A §§ 18-25

Library Trustees	September 6, 2017
Board / Committee Name	Date of Notice
Beaman Memorial Public Library 8 Newton Street, West Boylston, MA 01583	Muriel H. Stiles Meeting Room
Meeting Place	Conference Room Number or Location
Tuesday, September 12 at 7:PM	<i>Anna Maya Shaw</i>
Date / Time of Meeting	Clerk or Board Member Signature
<b>Meeting CANCELLED or POSTPONED to:</b>	<b>Date of Cancellation or Postponement</b>

Notices and Agendas are to be posted 48 hours in advance of the meetings, excluding Saturdays, Sundays and legal holidays. Please note the hours of operation at the Town Clerk's Office to ensure that this posting will satisfy this requirement.

**This is the current list of topics that the Chair reasonably anticipates will be discussed at this meeting.**

Est. Start Time	TOPIC	AGENDA
7:00	Convene	
7:05	Consider approval of Minutes from June 7, 2017 meeting, as available	
7:10	Reports	
		<ul style="list-style-type: none"><li>Financial statements: Municipal appropriations status reports as available.</li></ul>
		The Library accounts match those of the Town for the period beginning July 1, 2016- June 30, 2017, July 1, 2017- August 31, 2017
		<ul style="list-style-type: none"><li>Acceptance of the Report of the Library Director for activities in June, July, August</li></ul>
7:45	Old Business	
		<ul style="list-style-type: none"><li>Holy Cross Hours extended hours. Library is open 10-5 through May 2018</li><li>Fall Fundraiser- Endowment/Lucky Friday the 13<sup>th</sup> Fundraiser at the Manor. October 13</li><li>NEM Fan coil repair- 3 units repaired! Many more to go.</li><li>New software crashed our older machines. Received a donation of 10 2013 machines, hope to get them online this month.</li><li>FinCom's recommendation to hire an independent boiler consultant- I have reached out to General Mechanical, asked follow up questions June 13, invited fincom to attend and send along input June 13. Need to schedule a date.</li></ul>
8:30	New Business	
		<ul style="list-style-type: none"><li>Request from Town Accountant's Office for authorized signatures for signing warrants(billsheets) and payrolls (confirm staff positions with signature privileges)</li></ul>

- Vote on signature authority for who can sign billsheets and payroll

Language from last year: A motion was made to set the signature signing policy for bill sheets to be two signatures at least one a trustee and the second may include the Director, Assistant Director or Children's Librarian. Payrolls may be signed by the Director, Assistant Director or Children's Librarian.

- Naming ceremony for L Howland
- American Library Association Membership- request for reimbursement
- 10 year plan for building repairs
- Request to close at 5pm on Wednesday November 22 (Thanksgiving eve) Staff would like to use vacation time.
- Internship with Highschool student 7.5 hours /week
- Snow removal agreement with the Odd Fellows.

8:50 Trustee Reports and Requests

8:55 Communications

Next scheduled meetings

October 3, 2017

Wednesday, November 8, 2017

December 5, 2017

Motion to adjourn

**Save this file as Year-Month-Day-Name of Committee-Agenda [Example: 2017-10-15-ZBA Agenda.docx]**

**Convert the Word file to PDF (File, Export, Create PDF/XPF Document) and forward to the town Clerk's Office.**

Town Clerk: [TownClerk@WestBoylston-MA.gov](mailto:TownClerk@WestBoylston-MA.gov)