



PROPOSED MEETING AGENDA

140 Worcester Street, West Boylston, Massachusetts 01583

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

Library Trustees Board / Committee Name	November 30, 2017 Date of Notice
Beaman Memorial Public Library 8 Newton Street, West Boylston, MA 01583 Meeting Place	Muriel H. Stiles Meeting Room Conference Room Number or Location
Tuesday, December 5 at 7:00 PM Date / Time of Meeting	<i>Anna Maya Shaw</i> Clerk or Board Member Signature
Meeting CANCELLED or POSTPONED to:	Date of Cancellation or Postponement

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	AGENDA
7:00	Convene
7:05	Consider approval of Minutes from October 3, 2017 meeting, as available
7:10	Reports <ul style="list-style-type: none"> • Financial statements: Municipal appropriations status reports as available. Library accounts match the Town’s for the period beginning July 1, 2017- November 30, 2017 <ul style="list-style-type: none"> • Acceptance of the Report of the Library Director for activities in October • Acceptance of the Report of the Library Director for activities in November
7:30	Old Business <ul style="list-style-type: none"> • Independent Boiler Consultant meeting canceled. • Naming ceremony • Cell Phone Stipend inquiry results • MIIA grant request submitted for <ul style="list-style-type: none"> ➤ Heated Roof cables in gutters/ downspouts ➤ handicapped door motor • Silent Auction recap
8:00	New Business <ul style="list-style-type: none"> • Fan coil units- replacing Zone Valve Actuators • O’Connell Fire recommends an electrical safe extinguisher for Tech Services room \$510 • Woodpecker damage to EIFS • Review and approval of Library Job Descriptions classification drafts • Review submitted Action Plan for FY 2019 • Review and vote to approve Policies recommended by staff <ul style="list-style-type: none"> ➤ Internet Access & Safety Policy ➤ Wireless Internet Access Policy ➤ Confidentiality of Library Records Policy ➤ Exam Proctoring Policy

- Memorial gift for Jackie Pruneau
- Gas Line replacement on Newton Street scheduled to begin Dec 4. Expected to last 2-3 weeks.
- Vote to invoice Eversource to provide stipend for Director and Assistant Director who provided emergency late night access to building on Nov 16-19.
- Review Snow Closing Policy
- Phone Installation on Dec 4

9:15 Trustee Reports and Requests

- December 13 Staff Meeting

9:30 Communications

Next scheduled meetings :

January 9, 2018

February 6, 2018

March 6, 2018

April 3, 2018

May 8, 2018

** Wednesday, June 6, 2018

September 11, 2018

October 2, 2018

** Wednesday, November 7, 2018

December 4, 2018

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