



PROPOSED MEETING AGENDA

140 Worcester Street, West Boylston, Massachusetts 01583
In accordance with the provisions of MGL 30A §§ 18-25

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| Library Trustees Board / Committee Name | November 2, 2018 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 |
| Wednesday, November 7, 2018 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. **AGENDA**

- Start **TOPIC**
- 7:00 Convene
 - 7:05 Consider approval of October 2, 2018 meeting minutes, as available
 - 7:15 Reports
 - Financial statements: Municipal appropriations status reports for July 1, 2018- October 31, 2018
 - Acceptance of the Report of the Library Director for activities in October
 - 7:45 Old Business
 - Independent Boiler Consultant- no news
 - Job description classification update
 - Budget process 2019 update
 - Light department project – timer \$250 estimate
 - Elevator Failed inspection- Elevator Repair – Door Restrictor
 - Upcoming Capital Requests: Chimney, Technology, Automatic door opener
 - Endowment Event – April 5
 - 8:15 New Business
 - Building repairs: Elevator Door Restrictor, Woodpecker holes/ EIFS, Sprinkler corrosion, carpentry repair, Speco NVR power failure, Guardian networking, plumbing repairs
 - Building inspector update
 - Review and vote on Action plan FY 2020
 - Review and vote on Holds Policy
 - Review and vote on Program Registration Policy
 - 9:15 Trustee Reports and Requests
 - 9:20 Communications
 - Trustee Orientation Handbook
 - Trustee Orientation Ayer, MA Nov 13 6-8pm
 - Mass Library Trustees Association, **Sat November 17** from 9:30 am to 1:00 pm at **Shrewsbury Public Library**
 - Next scheduled meetings : December 4, 2018 , January 8, 2019, February 5, March 5, April 9, May 7,
 - 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