



PROPOSED MEETING AGENDA

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

Library Trustees	November 30, 2018
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, December 4, 2018 at 7:00 PM	<i>Anna Maya Shaw</i>
Date / Time of Meeting	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 November 2018 meeting minutes, as available

7:15 Reports

- Financial statements: Municipal appropriations status reports for July 1, 2018- November 30, 2018
- Acceptance of the Report of the Library Director for activities in November

7:45 Old Business

- Boilers- No news
- Job description classification update
- Light department project will be installed in spring. Timer installation estimated at \$250
- Endowment Event – April 5
- Building Maintenance update: \$423.75 remaining in account
EIFS- Westminster Library
- Building Inspector Update

8:05 New Business

- Parking Concerns
- Draft Budget 2020
- Employee Survey

8:35 Trustee Reports and Requests

8:40 Communications

- Library Legislative Day March 5
- Staff Meeting Dec 7
- Signatures needed for Dec 28 billsheet

Next scheduled meetings : January 8, 2019, February 5, March 5, April 9, May 7, June 5

Motion to adjourn

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

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Town Clerk: TownClerk@WestBoylston-MA.gov

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