



PROPOSED MEETING AGENDA

140 Worcester Street, West Boylston, Massachusetts 01583

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

Library Trustees	9/6/18
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 11, 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 Minutes from June 6, 2018 meeting, as available
7:15	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, 2018- August 31, 2018 <ul style="list-style-type: none"> • Acceptance of the Report of the Library Director for activities in June, July, August
7:45	Old Business <ul style="list-style-type: none"> • Independent Boiler Consultant- no news • Naming ceremony • Job description classification update • Budget process 2019 update • Upcoming Holiday Schedule- Thanksgiving Eve Nov 21st close at 5 Thanksgiving day closed, Christmas day closed Dec 25, New Year’s Day closed Jan 1 • 10 year capital requests
8:15	New Business <ul style="list-style-type: none"> • Newton Street Paving Project • Light department project 10 light fixtures \$24,000 4-6 week lead time Light Department: may be able to install underground conduits and foundations in the early fall, on Mondays. Two existing lights cost approx. \$135 annually to operate. Ten new energy efficient LED fixtures would cost approx. \$300 annually to operate. • Combining IT services with Town – Looking at this possibility in 3 years • Oct Town Meeting requests for Elevator capital improvement, chimney repair, technology purchases. May: automatic door opener for Newton Street inside entrance. • ARIS/Financial State reports- Recommendation to adopt the BOS policy on violence in the workplace • Request to renew ALA membership \$140.00 • Discussion about staffing levels in the building, policy recommendations

- Failed inspection- Elevator Repair – Door Restrictor
- Meeting with Personnel Bylaws Committee
- Staff meeting Friday Dec 7th
- October Town Meeting Remarks – talk about Capital requests-Fundraiser in Feb, Extended Hours, Library use. Upcoming programs. Hand out Newsletter
- Friends of the Library week October 21-21
- Endowment meeting September 27 to plan Feb 2019 event

9:15 Trustee Reports and Requests

9:20 Communications

Trustee Orientation Ayer, MA Nov 13 6-8pm

Next scheduled meetings : 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]
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Town Clerk: TownClerk@WestBoylston-MA.gov**