



**PROPOSED MEETING AGENDA**

140 Worcester Street, West Boylston, Massachusetts 01583

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

Library Board of Trustees	November 27, 2019
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 3, 2019 at 5:00 PM	<i>Anna 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	TOPIC	AGENDA
5:00	Convene	
5:05	Consider approval of Minutes from November, 2019 meeting, as available	
5:15	Reports	<ul style="list-style-type: none"> <li>Financial statements: Municipal appropriations status reports as available.</li> <li>Library Director’s report for activities in November 2019</li> </ul>
5:25	Old Business	<ul style="list-style-type: none"> <li>Building projects: Boiler Consultant, Memorial Garden, Tank Alert, EIFS repairs, Chimney repair, Painting project</li> <li>Job Descriptions</li> <li>Volunteer policy</li> </ul>
5:55	New Business	<ul style="list-style-type: none"> <li>2020 Meeting schedule</li> <li>Action plan - vote needed</li> <li>Green community projects for the library- lighting, refrigerators, dehumidifier</li> <li>Review closing policy</li> </ul>
6:15	Trustee Reports and Requests	
6:20	Communications	

Next scheduled meeting: Tuesday, January 7, 2020 5 p.m.  
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)