



PROPOSED MEETING AGENDA

140 Worcester Street, West Boylston, Massachusetts 01583

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

Library Trustees	June 3, 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
Wednesday, June 5 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 Elect Chair, Vice Chair, Clerk, and Building Committee Representative.
Revisit Trustees with Keys and Alarm Codes, who is on Alarm Call List
 - 7:10 Consider approval of minutes from May 7, 2019 and May 31, 2019 meetings, as available.
 - 7:15 Reports
 - Financial statements: Municipal appropriations status reports for July 1, 2018- May 31, 2019
 - Acceptance of the Report of the Library Director for activities in May 2019
 - 7:35 Old Business
 - Boilers- No news
 - Budget update: \$0 remaining in maintenance account
 - Budget 2020 update- Level services budget on warrant
 - Pruneau memorial garden planting delayed for painting project
 - Job Descriptions update
 - 8:05 New Business
 - Director’s annual review
 - Review and vote on Signature Authority for bills and payroll
 - Ethics disclosure discussion
 - 8:35 Trustee Reports and Requests
 - 8:40 Communications
- Next scheduled meetings: July & Aug TBD, Sept 10, Oct 8, Wednesday, Nov 6, Dec 3.
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