



**PROPOSED MEETING AGENDA**

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

Library Board of Trustees
Board / Committee Name

October 2, 2020
Date of Notice

Virtual Zoom Meeting See link below
Meeting Place

Zoom Meeting link below
Conference Room Number or Location

Tuesday, October 6, 2020 at 5:00 PM
Date / Time of Meeting

Anna Shaw
Clerk or Board Member Signature

<i>Meeting CANCELLED or POSTPONED to:</i>
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<i>Date of Cancellation or Postponement</i>
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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.**

**AGENDA**

**TOPIC**

- Convene, Attendance by roll call.
- Statement by the Chair:
- List names of members who are attending remotely

**Notice:** Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Town of West Boylston Library Trustees is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to view this meeting while in progress may do so by:

Joining Zoom Meeting

<https://us02web.zoom.us/j/87365526971?pwd=U0dBcTJ5MGZWbTFST0svN3Fiby9XUT09>

Meeting ID: 873 6552 6971

Passcode: 925405

+1 646-558-8656 (New York)

- Consider approval of Minutes from previous meeting as available

**Reports**

- Financial statements: Municipal appropriations status reports as available.
- Library Director’s report for activities in September 2020
- Vote to accept by roll call

**Old Business**

- Building projects  
Plaque for bench.  
Memorial Garden location consider moving to patio  
on hold: Tank Alert, Chimney, Railings at Library main entrance, painting front of the library, flooring in the attic.
- Job descriptions- update on meeting with consultant
- Long Range Plan - Community survey is ready. Choose a date for Trustees and Friends focus group session.

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)

- 2020 Technology Upgrades- Wi-Fi upgrade, reimbursement from Cultural Council in progress
- Covid-19- updates to library services. Lost notices, overdue notices, pickup schedule. Library fines.
  - Condensation Flood Friday, June 19- repairs complete, waiting on replacement materials.
  - Meeting room Flood Wednesday July 1- DPW director to review the drain in September, carpet repairs on hold
  - Friends Annual Booksale- very successful. Books to be donated are stored in NF room until drain is repaired
  - Green Communities Grant: Pump VFD, Beaman Memorial Library Attic Thermal Insulation- projects planned for November/December, should take 3 weeks total to complete
  - Reeve Foundation Grant update. Parts ordered, work scheduled. Grant announcement sent out to local papers, will run in the Item Friday, October 2.

#### New Business

- October town meeting Saturday October 17 10 am-  
Article 1 may include department reports  
Plan to include flyer in packets for each attendee- includes information about the library, upcoming survey, grant acknowledgement for Cultural Council and Reeve Foundation
- Review and vote on Action Plan for FY 2022
- Painting wall behind circulation desk in the Children's room
- ADA self-evaluation and transition plan for municipal buildings
- State Reports submitted: ARIS and Financial Report, Application for State Aid.
- Meeting conflict, consider changing the date of the November meeting to Tuesday, Nov 10

#### Communications

Next scheduled meetings: Wednesday, November 4, Tuesday December 8. All meetings at 5 p.m. unless otherwise specified.

Motion to adjourn