



**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	January 31, 2020 Date of Notice
Beaman Memorial Public Library 8 Newton Street, West Boylston, MA 01583 Meeting Place	Muriel H. Stiles Meeting Room Conference Room Number or Location
Tuesday, February 4, 2020 at 4:30 PM Date / Time of Meeting	<i>Anna Shaw</i> 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.

**AGENDA**

Start **TOPIC**

4:30 Convene

4:35 Consider approval of Minutes from last meeting as available

4:45 Reports

- Financial statements: Municipal appropriations status reports as available.
- Library Director’s report for activities in January 2020

5:15 Old Business

- Building projects: Boiler Consultant, Memorial Garden, Tank Alert, EIFS repairs, Chimney repair, Painting project
- Job Descriptions
- Volunteer policy
- Green Community projects
- Director’s Annual Review

5:25 New Business

- Technology Upgrades
- Staffing
- Budget 2021

5:45 Trustee Reports and Requests

- Upcoming election

5:55 Communications

Upcoming trainings: Tuesday, Feb 4 Conflict of Interest Law (snow Feb 11) 6:30 PM (RSVP by Jan 14)

March 5, Open Meeting Law 6:30 PM

Next scheduled meeting: Wednesday, March 4, 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)