



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	February 28, 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
Wednesday, March 4, 2020 at 5:00 PM Date / Time of Meeting	<i>Anna Shaw</i> 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.**

AGENDA

Est.

Start **TOPIC**

5:00 Convene

5:05 Consider approval of Minutes from last meeting as available

5:15 Reports

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

5:25 Old Business

- Building projects on hold: Memorial Garden, Tank Alert, EIFS repairs, Chimney, Painting
- Job Descriptions
- Volunteer policy
- Green Community project
- Director’s Annual Review
- Technology Upgrades
- Budget 2021
- Upcoming election

5:45 New Business

- Patron Behavior Policy
- Long Range Plan Consultant
- Overview of Trust funds and special project accounts
- Building project account
- Railings at front of the library
- FY 2019 Annual Report

5:55 Trustee Reports and Requests

6:05 Communications

Upcoming trainings: March 5, Open Meeting Law 6:30 PM

Next scheduled meetings: Tuesday, April 7, Tuesday May 5, Wed June 3, 2020. All meetings at 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