



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

June 11, 2020
Date of Notice

Virtual Zoom Meeting
See link below
Meeting Place

Join Zoom Meeting
Meeting ID: 873 5819 4094
Password: 399759
+1 646-558-8656 (New York)
Conference Room Number or Location

Tuesday, June 16 at 5:00 PM
Date / Time of Meeting

Anna Shaw
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.**

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:

Join Zoom Meeting

<https://us02web.zoom.us/j/87358194094?pwd=Y0xhYkY0ZnEyQXRFUHdpTDJjQlkrdz09>

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AGENDA

Est. Start **TOPIC**
5:00 Convene, Attendance by role call.
Elect Chair, Vice Chair, Clerk, and Building Committee Representative.
Revisit Trustees with Keys and Alarm Codes, who is on Alarm Call List
Review Trustee Contact list

5:20 Consider approval of Minutes from May meeting as available
5:25 Reports
• Financial statements: Municipal appropriations status reports as available.

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

- Library Director's report for activities in May 2020
- Vote to accept by roll call

5:35 Old Business

- Building projects on hold: Memorial Garden, Tank Alert, EIFS repairs, Chimney, Painting Railings at Library main entrance, painting front of the library flooring in the attic.
- Other projects on hold: Wages and classification study, job descriptions, volunteer policy, patron behavior policy
- Long Range Plan update
- 2020 Technology Upgrades- Wi-Fi upgrade
- Changes in staffing
- Covid-19- changes in library services
Policies, Contactless pickup schedule, Returns, Fines
Rep O'Day Technology bill
- Grants: Reeve Foundation Grant, Beanstack Grant
- Town Meeting

5:55 New Business

- Chiller time clocks, Air Handler
- Repairing benches
- Vacation buyback approval
- Painting the wall in the magazine room teal
- Review and vote on Signature Authority for bills and payroll – Last year's policy

Signature Authority Policy- Set the signature policy for the bill sheet to be two signatures, at least one must be a trustee and the second may include the Director, Assistant Director, or the Head of Children's Services.

Pay roll may be signed by the Director, Assistant Director or the Head of Children's Services.

Vote by roll call

6:05 Trustee Reports and Requests

6:15 Communications

Next scheduled meetings: July, August, TBD. Wednesday, September 2 All meetings at 5 p.m.

Motion to adjourn

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