



**Beaman Memorial Public Library**  
8 Newton Street, West Boylston MA 01583  
www.beamanlibrary.org  
508-835-3711

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**BOARD OF LIBRARY TRUSTEES MEETING**  
**Tuesday January 2, 2007**  
**at 7:00 p.m.**

***MINUTES OF PREVIOUS MEETINGS: Dec. 5, 2006. NEXT REGULARLY SCHEDULED MEETING:  
Feb.6, 2007***

1) BUILDING, EQUIPMENT & SERVICE

- A. Drainage replacement at meeting room entrance, grates are ready to install
- B. Front step railings proposal accepted
- C. Caulking has been completed. Will reinstall the screens after the material has set up
- D. NEM technician recommends that we purchase a 2-3 actuators and 2-3 sensors to have on hand as these are still apt to fail going forward
- E. Bob Benedict will submit an estimate for the repair of the ceiling in the WBR
- F. Quarterly water bill was much higher than usual. Called Water Dept. to have them check our meter and for advice.

2.) FINANCIAL & LEGISLATIVE

- A. Monthly Budget Reports & Appropriations Status Report for November
- B. FY08 budget request – due to Town Administrator on January 3

3.) PERSONNEL

- A. Golden orb award for excellence - December winners: Sue Smith, Jackie Pruneau, Steve Carlson
- B. Performance review for Steve Carlson performed.

4.) POLICY

- A. Currently working on Internet Access & Safety Policy

5.) GRANTS & GIFTS

- A. State matching grant for fundraising efforts from 7/1/06 to 12/31/06 so far: \$2457.54– State will also count any money raised by the Friends during this same time period
- B. We have received a gift from the Bream families
- C. We have taken in \$92.00 from the copier machine so far

6.) COMMUNICATIONS

7.) MISCELLANEOUS

- A. Centralities
- B. Newsletter is in the planning stages for the Spring
- C. Book sale scheduled for the end of March.