

# FORBUSH MEMORIAL LIBRARY

Board of Trustees

Meeting Agenda

Tuesday, September 13, 2022, 6:30 PM

Eloranta Room

Call to Order: approval of Minutes of August 9, 2022

## Correspondence

Town Administrator: Public Buildings Conduct policy

Mary Jane Pelletier: Book donation in memory of Marta Klemetti

Capital Planning: Meeting with FML September 27, 6:00

## Director's Report

Walt Haney passing

Reviewing job descriptions

ARIS delay-now due September 16, financial report due October 7

WCC reimbursement request for 2022 museum passes, '23 WCC applications

## Committee Reports

### Curatorial Committee

Bonham-Skinner appraisal set for September 15<sup>th</sup> & 20<sup>th</sup>

### Building & Grounds

HVAC report: under-warranty compressor replaced, status of pumps

Roof examination report has arrived

DVD case Formica top completed

Energy Commission's lighting upgrade

### Technology

Report on Clearpeak

Logo design with Emerge

Consideration of Assabet for automation of museum passes, events calendar, room scheduler

Report on network upgrade with town

### Outreach/Friends

25<sup>th</sup> Anniversary met August 11

Book Sale Room Open Saturday September 17th

### Old Business

Covid precautions update

Neighbors Helping Neighbors recap

### New Business

### Adjournment

Next Meeting: **Tuesday, October 11, 2022, 6:30 pm.**

TOWN OF WESTMINSTER

2022 SEP -7 PM 4: 27

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