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Town of Uxbridge

Posted by
Uxbridge
Town Clerk

Meeting

Cancellation

Board or Commission Personnel Committee, Library Trustees
Meeting Date November 7, 2013, Thursday Time 7:00pm
Place Uxbridge Library
Authorized Signature Cathy Parker

- I. Call to Order
Approval of Minutes from Sept 3, 2013, Approval of minutes from Sept 17, 2013
- II. Conduct exit interview with Director
- III. Review Personnel By-Laws in accordance with the 2012 Mass Guidelines for Library Trustees handbook.
- IV. Review Job Descriptions of the Director and Assistant Director as stated in Article V, Section 3 of the By-Laws of the Trustees of the Uxbridge Free Public Library
- V. Adjournment

Meeting Postings:

- * Except in an emergency, a public body must post notice of a meeting at least 48 hours in advance, excluding Saturdays, Sundays and legal holidays.
- * "Emergency" is a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
- * In an emergency, a public body shall post notice as soon as reasonably possible prior to a meeting.
- * Notice must include date, time and place of meeting.
- * Must include listing of topics the chair reasonably anticipates will be discussed at the meeting.
- * Topics must give enough specificity so that the public will understand what will be discussed.
- * Public Bodies are encouraged to update the notice when aware of new topic within the 48 hour period before the meeting.
- * Chairs should not post notices so far in advance that there is a high likelihood that new topics will arise, unless the chair updates the notice with any such new topics 48 hours in advance of the meeting.