



Do Not Write in this Space

Town of Uxbridge

Meeting

Cancellation

Board or Commission Personnel Committee, Library Trustees

Meeting Date September 17, 2013

Place Uxbridge Library

Authorized Signature Cathy Parker

Time Immediately following  
Regular Board meeting

I. Call to Order

Approval of Minutes from Sept 3, 2013

II. Review Personnel By-Laws in accordance with the 2012 Mass Guidelines for Library Trustees handbook.

III. Review library management and payroll issues and policies.

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.