



**J. V. FLETCHER LIBRARY BOARD OF TRUSTEES  
VIRTUAL MEETING  
AGENDA**

**Monday, January 9, 2023; 7:00PM**

**All members of the public are invited to a ZOOM meeting; options available to access the Board of Library Trustees Meeting virtually:**

- Register in advance or at any time prior to the conclusion of this meeting by accessing the following link your computer, smartphone or tablet:
- [https://westfordma.gov.zoom.us/webinar/register/WN\\_boGlsN2rRhec2Aiv3TI4yg](https://westfordma.gov.zoom.us/webinar/register/WN_boGlsN2rRhec2Aiv3TI4yg)
- Registration requires only that you provide a name and E-mail address. After registering, you will receive a confirmation email containing information about joining the meeting; you will be provided with immediate access if the meeting is already in progress.

**I. Call to Order and Identification of Members Present per OML; all votes roll call [4 seconds]**

**II. Signing of Trust Fund Warrants [10 minute review]**

**A. Warrants/Deposits Processed for Approval:**

**VOTE**

WARRANT # 23-***TE		WARRANT DATE: 12/***/22
LIBRARY TRUSTEES FUND, ACCT. # 672		\$0.00
ALL PURPOSE TRUST FUND, ACCT. # 673		\$0.00
LIBRARY BOOK FUND, ACCT. # 674		\$0.00
LECTURE TRUST FUND, ACCT. # 675		\$0.00
J. V. FLETCHER LIB. TRUST, ACCT. # 676		\$0.00
EDR CONT. EDUC. TRUST FUND, ACCT. # 677		\$0.00
BENEFACTORS TRUST FUND ACCT. #678		\$0.00
TOTAL EXPENDITURES/DEPOSITS UNDER WARRANT # 23- ***TE		\$0.00

**III. Approval of Minutes [10 minutes] [Underlined minutes in packet]**

**VOTE(S)**

**A. December 5, 2022 Joint; December 12, 2022 drafts**

**IV. Acceptance of Treasurer's Quarterly Report [None - 0 Minutes]**

**V. Report of the Director [15 minutes]**

**VOTE**

**A. Warrant Review and Approval**

**1. Warrants Numbered: 23-24– 23-27**

**VOTE**

**VI. Report of Committees [5 minutes]**

**A. Trustee Information Exchange:**

**VII. Communications: [25 minutes]**

- A. CORRESPONDENCE, PERSONNEL: Dolan Hiring Letter
- B. CORRESPONDENCE, PERSONNEL: Swanson Hiring Letter
- C. MEMO to Treasurer, Town Accountant, Finance Director re: First State Aid Award
- D. MEMO to Town Manager, Finance Director re: MAR, Materials Requirement per State Aid Requirements
- E. DRAFT Select Board Goals for FY2023
- F. Finance Committee Budget Hearing Schedule: Library – January 12, 2023, 7PM



G. DRAFT Annual Town Meeting Timeline

VIII. Unfinished Business [15 minutes] –

- A. Massachusetts Public Library Construction Project (MPLCP) Grant Update
  - 1. CORRESPONDENCE, MBLC: Certified votes approving MPLCP project and Grant from MBLC by January 9, 2023
  - 2. OPINION, TOWN COUNSEL: Library Director authority to sign contracts of MPLCP
  - 3. CONTRACT, MBLC: Signed by Town Manager, Jodi Ross, approved by Select Board: approval by Library Trustees VOTE
  - 4. Discuss transitioning to meeting with PTBC for oversight/monitoring/expertise VOTE
- B. Director’s Performance Evaluation – FINAL draft VOTE

IX. New Business [10 minutes]

- A. Trustee Incumbents indicate candidacy intentions
- B. Form CPF M-102-0 Campaign Finance Report due Town Clerk January 20

X. Announcements [5 minutes]

- A. Friends’ Liaison Report [Price/Rainville]
- B. Schedule Safety Deposit Signatures and Inventory
- C. Upcoming Meeting Schedule:
 

January 9, 2023	7:00 PM	Full Board REMOTE PARTICIPATION MEETING
January 12, 2023	7:00 PM	Finance Committee Budget Hearings VIRTUAL
January 20		Form CPF M-102-0 Campaign Finance Report due Town Clerk
February 6, 2023	7:00 PM	Full Board REMOTE PARTICIPATION MEETING
- D. COI [Conflict of Interest]; CORI Renewal certificate:

XI. Adjournment [3 seconds]

MCF/edr

Articles:

- MLTA Annual Meeting Summary
- MPLCP Highlights of 2022 Grant Regulations [i.e. next Grant Round]

Attachments:

- Adult Non-Fiction Book Club: Book of Hope by Jane Goodall
- Adult Monday Mystery Book Club: The Janus Stone by Elly Griffiths
- Adult Book Club: Invisible Child by Andrea Elliott
- ADULT: James Herriot: Life of the World’s Most Famous Veterinarian
- ADULT: 50+ Job Seeking Networking Group
- YA: Tiny Books & Bookshelf
- YA: Drop-in Exam Week Hours
- YA: Open Game Play with Oneup Games

Please be advised this open meeting may be broadcast live via WCAT and recorded for playback online, video-on-demand viewing at <https://cloud.castus.tv/vod/westfordcat/?page=HOME>. Attendees are reminded that by attending this meeting, you consent to your likeness and audio being used and rebroadcast by WCAT.

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact the Library administration at 978-399-2312 or email to [erainville@westfordma.gov](mailto:erainville@westfordma.gov).