



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

Monday, August 12, 2019; 7PM [NOTE CHANGE OF WEEK]

J. V. FLETCHER LIBRARY – Staff Lounge

7:00 PM: **EXECUTIVE SESSION** to discuss the Library portion of the *Town and School Facilities and Procedures Security Risk Assessment Report* and develop strategies with respect thereto; if the Chair declares an open session it may have a detrimental effect on municipal operations

I. Call to Order [**4 seconds**]

II. Signing of Trust Fund Warrants [**5 minutes**]

III. Approval of Minutes [**5 minutes**] [Bolted minutes in packet] **VOTE**
A. **July 8, 2019**

IV. Acceptance of Treasurer’s Quarterly Report [None]

V. Report of the Director [**15 minutes**] **VOTE**
A. Warrant Review and Approval **VOTE**

- 1. Warrants Numbered: **20-02 thru 20-07**
- 2. Review calculation of the 15% Materials Requirement [MBLC]

B. MPLCP Grant Prompt - #8 on WAITLIST: [within 6 months of Provisional Award announcement from MBLC]:

- 1. Accessibility Board submittal by FAA
- 2. Formal Town Review Process
- 3. Re-estimate Costs w/Capital funds
- 4. Board of Selectmen Vote to put DE on Ballot
- 5. Confirm Town Meeting and Ballot Debt Exclusion Question dates

VI. Report of Committees [**10 minutes**]

- A. Trustee Information Exchange:
 - 1. Town Manager Memo on Initiative to Change Town Charter language to gender neutral terminology and Town Charter

VII. Communications: **CONSENT AGENDA: [5 minutes]** **VOTE**

- A. Thank you Correspondence to Library Staff
- B. MBLC Fall 2019 Trustee Orientations [See 10/16 Chelmsford]
- C. Memorial Correspondence:
 - 1. AA Group
 - 2. Mulligan Family
- D. Yearend Memo to Town Accountant: Encumbrances and Closeouts FY19
- E. Yearend Memo to Town Accountant: Carryforwards into FY20
- F. Spreadsheet to Finance Director: CWA Compensation Reserve Fund Transfer

VIII. Unfinished Business [**5 minutes**]

A. Policy Guidelines for Interactions with Minors **Second Reading**

IX. New Business [**45 minutes**]

- A. Policy on Museum Pass Usage **REVISION**
- B. Code of Conduct Policy **REVISION**
- C. **ARIS PACKET:** Accept & Sign ARIS Report due MBLC 8/16/19 **VOTE**
- D. **BUDGET & CAPITAL PACKET:** FY21-23 Library Budgets, Capital DRAFTS **VOTE**
- E. Re-schedule Board Meetings [to approve MBLC submittals]: **VOTE**



9/30 not 10/7; 11/25 not 12/2

X. Announcements [**5 minutes**]

- A. Friends' Liaison Report (None)
- B. Note upcoming important dates:

August 13, 2019	10:00am	MAH Window Bids due
September 9, 2019	7:00pm	Full Board; Approve Annual Town Reports due 9/***; Approve Capital Budget due 8/30/19
<i>September 30, 2019?</i>	6:30pm	Full Board; Board collaborates on Director's Performance Review document; Approve State Aid/Financial Report due MBLC 10/4/19; Launch Long-Range 5-Year Strategic Plan
October 16, 2019	6-8:00pm	MBLC Trustee Orientation, Chelmsford Public Library
October 28, 2019	7:30pm	Abbot School, Special Town Meeting until Adjourned

XI. Adjournment [**3 seconds**]
GS/edr

FRONT ATTACHMENTS:

- Trustee Board Meeting Dates FY20
- Trustee Board Calendar
- Trustee Goals FY19

REAR ATTACHMENTS:

- REPORTS/POLICIES:
- PRESS RELEASES:
- PROGRAM FLIERS:
 - **Breaking Science: Renewable Energy**
 - Adult Nonfiction Book Club: **American Sphinx**
 - Cookbook Book Club 2019: **How Can it Be Gluten Free?**
 - Monthly Knitting Group!
 - Storytime Fall 2019
 - Outdoor Teddy Bear Picnic
 - LEGO Club
 - Advanced SNAP Circuits
 - Book Clubs for Kids
 - Non-Fiction Book Club, GR. 3-4
- PLANNING DOCUMENTS:
- MPLCP GRANT DOCUMENTS:
- MISCELLANEOUS: