



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

**Monday, September 30, 2019; 7PM [NOTE CHANGE OF WEEK]
J. V. FLETCHER LIBRARY – Story Hour Room**

- I. Call to Order [**4 seconds**]
- II. Signing of Trust Fund Warrants [**5 minutes**]
- III. Approval of Minutes [**5 minutes**] [Bolded minutes in packet] **VOTE**
 - A. **September 9, 2019**
- IV. Acceptance of Treasurer’s Quarterly Report [None]
- V. Report of the Director [**10 minutes**] **VOTE**
 - A. Warrant Review and Approval **VOTE**
 - 1. Warrants Numbered: **20-11 thru 20-13**
 - 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 [**5 minutes**]
 - A. Trustee Information Exchange:
- VII. Communications: [**5 minutes**]
 - A. Cover Letter, attachments and final copy of State Aid Report to MBLC **VOTE** [due 10/4]
- VIII. Unfinished Business [**15 minutes**]
 - A. Approve Board of Library Trustees Annual Town Report FY19 **VOTE** [due 9/20]
 - B. Discuss/approve FY20 Board of Library Trustee Goals **VOTE**
 - C. Approve revisions to E. D. Rainville Cont. Educ. Fund Policy **SECOND READING**
- IX. New Business [**45 minutes**]
 - A. Board collaborates on Director’s Performance Review [working electronic draft being send]
- X. Announcements [**5 minutes**]
 - A. Friends’ Liaison Report (Hillam)
 - B. Note upcoming important dates:

October 4, 2019	8:45am	Capital Planning Committee, TH
October 16, 2019	6-8:00pm	MBLC Trustee Orientation, Chelmsford P L [registration required]
October 28, 2019	7:00pm	Abbot School, Special Town Meeting until Adjourned
November 4, 2019	7:00pm	Full Board; Director’s Performance Review held
November 15, 2019	10-12:30	Staff/Volunteer Recognition Brunch
November 25, 2019	7:00pm	Full Board; Approve Annual Action Plan [due MBLC 12/1]
December 19, 2019	7:00pm on	Finance Committee Budget Hearings

XI. Adjournment [3 seconds]

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GS/edr

FRONT ATTACHMENTS:

- Trustee Board Meeting Dates FY20
- Trustee Board Calendar

REAR ATTACHMENTS:

- REPORTS/POLICIES:
 - DRAFT Special Town Meeting Warrant
 - DRAFT Special Town Meeting Motions
- PRESS RELEASES:
- PROGRAM FLIERS [Juvenile, Tween/Teen & Adult in Date Order]:
 - Diwali Drop-in Craft
 - Halloween: Library Style!
 - English Conversation Circle
 - Adult Nonfiction Book Club: ***Devil in the White City***
 - Make Your College Essay Sparkle!
 - Cookbook Book Club 2019: ***Salt Fat Acid Heat***
 - ***Being Mortal*** Book Discussion
 - Ukulele Strum Along
 - Monthly Knitting Group!
 - Adult Book Club Reading List
 - Mystery Monday Reading List
 - Westford Job Seekers Network: ***October***
- PLANNING DOCUMENTS:
- MPLCP GRANT DOCUMENTS:
- WEBSITE UPGRADE:
 - DRAFT Site Map
- MISCELLANEOUS:

