



**J. V. FLETCHER LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA  
Monday, November 4, 2019; 7PM  
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 [**10 minutes**] [Bolded minutes in packet]      **VOTE**
  - A. **September 30, 2019; October 4, 2019; October 28, 2019**
- IV. Acceptance of Treasurer’s Quarterly Report [**10 minutes**]      **VOTE**
- V. Report of the Director [**10 minutes**]      **VOTE**
  - A. Warrant Review and Approval      **VOTE**
    - 1. Warrants Numbered: **20-14 thru 20-18**
  - 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: [**10 minutes**]
  - A. Correspondence to MBLC: State Aid submittal
  - B. Westford Job Seekers Network Reunion Email
  - C. Sun Correspondence and Incident Reports
- VIII. Unfinished Business [**10 minutes**]
  - A. Approve revisions to E. D. Rainville Cont. Educ. Fund Policy      **THIRD READING**
- IX. New Business [**45 minutes**]
  - A. Annual Action Plan FY21 DRAFT      **FIRST READING**
  - B. Revision of Policy on Program Attendance and Sponsorship      **FIRST READING**
  - C. Discussion of Strategic Plan Consultant support
    - 1. Sage Consulting Service Estimate and Resume
  - D. Conference Attendance Request Form: PLA – Boutet and Leedberg **VOTE**
- X. Announcements [**5 minutes**]
  - A. Friends’ Liaison Report (Hillam)
  - B. Note upcoming important dates:

November 7, 2019	7:00pm	Friends’ Annual Meeting
November 15, 2019	10-12:30	Staff/Volunteer Recognition Brunch
November 25, 2019	7:00pm	Full Board; Director’s Performance Review; Approve Annual Action Plan [due MBLC 12/1]
December 19, 2019	7:00pm on	Finance Committee Budget Hearings

- XI. Adjournment [**3 seconds**]



GS/edr

**FRONT ATTACHMENTS:**

- Trustee Board Meeting Dates FY20
- Trustee Goals FY2020
- Trustee Board Calendar

**REAR ATTACHMENTS:**

- REPORTS/POLICIES:
  - Library Journal Day of Dialog Report – Kelley
  - Library Journal Day of Dialog Report – Leedberg
  - School Library Journal Day of Dialog - Bennett
  - School Library Journal Day of Dialog – Boutet
  - School Library Journal Day of Dialog - Dibble
  - School Library Journal Day of Dialog - Hamilton
- PRESS RELEASES:
- PROGRAM FLIERS [Juvenile, Tween/Teen & Adult in Date Order]:
  - Halloween Library Style
  - Teens and Tweens
  - English Conversation Circle
  - Link to Literacy
  - **Book Talk**
  - Adult Nonfiction Book Club: **American Lion: Andrew Jackson and the White House**
  - Friends Annual Meeting Flier
  - Adventures with Microgreens
  - Cookbook Book Club 2019: **Julia and Jacques: Cooking at Home**
  - Monthly Knitting Group!
  - Adult Book Club Reading List
  - Mystery Monday Reading List
  - Westford Job Seekers Network Fliers: **November**
- PLANNING DOCUMENTS:
- MPLCP GRANT DOCUMENTS:
- WEBSITE UPGRADE:
- MISCELLANEOUS:
  - Fall 2019 Town wide Events Flier