



**J. V. FLETCHER LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Monday, September 19, 2016; 7:00PM
J. V. FLETCHER LIBRARY – Staff Lounge**

- 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. **August 15, 2016**
- IV. Acceptance of Treasurer’s Quarterly Report [**0 minutes**]
- V. Report of the Director [**10 minutes**] **VOTE**
 - A. Warrant Review and Approval **VOTE**
 - 1. Warrants Numbered: **17-09 thru 17-13**
- VI. Report of Committees [**10 minutes**]
 - A. Trustee Information Exchange
 - B. Director to contact Trustees to re-schedule:
 - Safety Deposit Box Signatory update & inventory
 - Investment Policy Meeting
 - Combined Facility Maintenance Meeting
- VII. Communications [**20 minutes**]
 - A. DRAFT Special Town Meeting Warrant
 - B. DRAFT Library Annual Town Report FY16 **VOTE**
 - C. DRAFT Library Trustees Annual Town Report FY16 **VOTE**
 - D. FY18 Capital Planning Budget Schedule
 - E. P&D Grant July 2016 Monthly Report **ACCEPT**
- VIII. Unfinished Business [**0 minutes**]
- IX. New Business [**10 minutes**]
 - A. FY17 State Aid Report to MBLC **ACCEPT**
 - B. DRAFT Letter of Intent for Massachusetts Public Library Construction Project Grant
 - 1. Two Letters from Board & LFNC Chairs requiring signatures:
 - Identifying Owners Project Manager (OPM) and Design Firms
 - Indicating Designer Selection Procedures were followed
- X. Announcements [**5 minutes**]
 - A. Friends’ Liaison Report (Fleckner)
 - B. Note upcoming important dates:

September 6, 2016		Capital Budget Due
September 9, 2016		Town Annual Reports Due
September 19, 2016	7:00 PM	Trustees Meeting; Approve Annual Town Reports; Approve State Aid/Financial Report [Chair Signs]
September 19, 2016		Director Evaluations due Chair Koester
September 30, 2016	6:00 PM	Board Retreat, 56 Depot St.

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October 3, 2016	7:00 PM	Trustees Meeting; Board collaborates on Director's Performance Review document; P&D Grant Report...Letter of Intent MPLCP Grant all due MBLC 10/7 [Chair Signs]
October 7, 2016		State Aid Report, LSTA, MPLCP Letters of Intent all due MBLC
October 16-18, 2016		NELA Conference, Danvers MA
October 17, 2016	7:30 PM	Special Town Meeting Abbot School, until Adjourned
October 24, 2016	7:00 PM	Trustees Meeting; Director's Performance Review held
October 31, 2016		P&D Grant Final Report due
November 7, 2016	7:00 PM	Trustees Meeting; Approve Annual Action Plan due MBLC 12/2
November 18, 2016	10AM-12:30PM	Staff Volunteer Recognition Brunch
December 2, 2016		Annual Action Plan due MBLC
December 5, 2016	7:00 PM	Trustees Meeting

I. Adjournment **[3 seconds]**
HK/edr

FRONT ATTACHMENTS:

- Trustee Board Meeting Dates FY17
- Trustee Board Calendar
- Trustee Goals FY16

REAR ATTACHMENTS:

- REPORTS/POLICIES:
- ARTICLES:
- PUBLICITY RELEASES:
 - Preschool Concert, Book Clubs, STEM and LEGO
 - September Monday Mystery Book Club
 - Adult Coloring Party
 - Cookbook Book Club
 - The Boys in the Boat
 - Monthly Knitting Group
 - How to Winterize Your Garden
 - September Westford Job Seekers Network
 - September Teen & Tween Autumn Programs
- PLANNING DOCUMENTS:
- PLANNING AND DESIGN GRANT DOCUMENTS:
- MISCELLANEOUS: