



**J. V. FLETCHER LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Monday, January 6, 2020; 7:30PM
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. **November 25, 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: **20-22 thru 20-27**
 - 2. Director’s Reimbursement Approval
 - B. MPLCP Grant Prompt - #8 on WAITLIST: [within 6 months of Provisional Award announcement from MBLC]:
 - 1. Accessibility Board submittal by FAA
 - 2. Formal Internal Town Review Process
 - 3. Re-estimate Costs w/Capital funds
 - 4. Board of Selectmen Vote to put Debt Exclusion 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. Invitation from LWV: “Getting involved in Town Government”
 - B. Correspondence re: Sage Consulting Contract
 - C. Memorial Correspondence: Bladek
 - D. Memo to Finance Director and Town Manager re: FY20 MAR and Materials Requirement
- VIII. Unfinished Business [**10 minutes**]
 - A. Strategic Plan:
 - 1. Sage Consulting Flowchart and Timeline
 - 2. Brainstorming:
 - a. What do We Want to Know?
 - b. Who is the Best Source of this Information?
 - c. Brainstorm potential Focus Group attendees [see matrix]
- IX. New Business [**15 minutes**]
 - A. Extension of Stirling Brandworks Contract 30 days **VOTE**
 - B. Incumbents indicate Candidacy intentions
 - 1. Campaign Finance Report Form
- X. Announcements [**5 minutes**]
 - A. Friends’ Liaison Report (Hillam)
 - B. Note upcoming important dates:



January 16, 2020	7:00pm on	Finance Committee Budget Hearings
February 3, 2020	7:00pm	Full Board
March 2, 2020	7:00pm	Full Board
March 5, 2020	7:00pm	Joint Friends and Trustees SOAR Planning Exercise

XI. Adjournment [**3 seconds**]

GS/edr

FRONT ATTACHMENTS:

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

REAR ATTACHMENTS:

- REPORTS/POLICIES:
- PRESS RELEASES:
- PROGRAM FLIERS [Juvenile, Tween/Teen & Adult in Date Order]:
 - **Advanced Snap Circuits & Takeaparts**
 - **LEGO Club**
 - **Book Clubs for Kids**
 - **Mini-Masters Art Book Club**
 - **Non-fiction Book Club Gr. 3-4**
 - **Winter Spring Storytime 2020**
 - **Mother Goose**
 - **Pajama Time**
 - English Conversation Circle
 - Link to Literacy
 - Adult Nonfiction Book Club: **Flags of Our Fathers**
 - Monthly Knitting Group!
 - **Learn Ukulele!**
 - **Ukulele Strum Along!**
 - **Breaking Science: Cancer Therapies**
 - Adult Book Club Reading List
 - Cookbook Book Club 2020: **Carla's Soul Food**
 - Mystery Monday Reading List
 - Westford Job Seekers Network Fliers: **January**
- STRATEGIC PLANNING DOCUMENTS:
- MPLCP GRANT DOCUMENTS:
- WEBSITE UPGRADE:
- MISCELLANEOUS:
 - Westford Festival of Trees: 1st Place Tie