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
      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]:
  o Advanced Snap Circuits & Takeaparts
  o LEGO Club
  o Book Clubs for Kids
  o Mini-Masters Art Book Club
  o Non-fiction Book Club Gr. 3-4
  o Winter Spring Storytime 2020
  o Mother Goose
  o Pajama Time
  o English Conversation Circle
  o Link to Literacy
  o Adult Nonfiction Book Club: Flags of Our Fathers
  o Monthly Knitting Group!
  o Learn Ukulele!
  o Ukulele Strum Along!
  o Breaking Science: Cancer Therapies
  o Adult Book Club Reading List
  o Cookbook Book Club 2020: Carla’s Soul Food
  o Mystery Monday Reading List
  o Westford Job Seekers Network Fliers: January

• STRATEGIC PLANNING DOCUMENTS:
• MPLCP GRANT DOCUMENTS:
• WEBSITE UPGRADE:
• MISCELLANEOUS:
  o Westford Festival of Trees: 1st Place Tie