



**J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MEETING AGENDA**  
**Monday, February 1, 2021; 7:00PM**

**Meeting Will be Held Virtually and Recorded – call in and listen on any phone [landline or cellphone] by dialing: 1 646 558 8656 US (New York); Meeting ID: 830 1649 5195 Password: 786796**

I. Call to Order and Identification of Members Present per OML [4 seconds]

II. Signing of Trust Fund Warrants [5 minutes] VOTE

A. Warrants Processed for Approval:

WARRANT # 2133-TE		WARRANT DATE:	2/11/21
LIBRARY TRUSTEES FUND, ACCT. # 672	Ellen Rainville (for Staff Recognition)		\$140.00
ALL PURPOSE TRUST FUND, ACCT. # 673			\$0.00
LIBRARY BOOK FUND, ACCT. # 674			\$0.00
LECTURE TRUST FUND, ACCT. # 675			\$0.00
J. V. FLETCHER LIB. TRUST, ACCT. # 676			\$0.00
EDR CONT. EDUC. TRUST FUND, ACCT. # 677			\$0.00
BENEFACTORS TRUST FUND ACCT. #678			\$0.00
TOTAL EXPENDITURES UNDER WARRANT # 2133-TE			\$140.00

B. Director's Reimbursement Approval VOTE

III. Approval of Minutes [5 minutes] [Underlined minutes in packet] VOTE

A. January 4, 2021 draft

IV. Acceptance of Treasurer's Quarterly Report [10 minutes] VOTE

A. Trust Fund Report through Dec. 31, 2020

V. Report of the Director [15 minutes]

A. Warrant Review and Approval VOTE

1. Warrants Numbered: 21-28 thru 21-32 VOTE

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 [10 minutes]

A. Trustee Information Exchange:  
 1. Email re: Candidacy Papers and Signatures

VII. Communications: [10 minutes]

- A. Congratulatory correspondence to retiring Chief Thomas E. McEnaney
- B. Thank You to Sen. Edward J. Kennedy
  - 1. Expenditure Breakdown
- C. Correspondence to Town Manager, Finance Director re: FY21 MAR and Materials Requirement



VIII. Unfinished Business [5 minutes]

A. Strategic Planning Project: Updated Calendar with final three Focus Group dates

IX. New Business [35 minutes]

A. Discussion of FY22 Budget issues

1. Discuss Closeout Projection for FY21
2. FY22 Finance Committee Timeline
3. Review responses/implications of FY22 deficit:
  - a. Review Town reporting submittal obligations to MBLC if FY22 budget falls below MAR
  - b. Review impact of reduced Hours or Materials budget on State Aid award in FY22
  - c. Discuss potential Budget Directions in face of pending Town deficit

B. Note Director and Asst. Director Contract Renewal Notice in May 2021

X. Announcements [10 minutes]

A. Friends' Liaison Report (Hillam) [5 minutes]

March 1, 2021	7:00PM	Full Board
April 5, 2021	7:00PM	Full Board

XI. Adjournment [3 seconds]

GS/edr

Attachments:

- Children's, Teen/Tween Programs and Craft Bundles
- Virtual Author Talk: Robin Cook
- Virtual Author Talk: Robert Reich
- Virtual Beans, Bestsellers and Books
- Virtual English Conversation Circle
- Adult Non-Fiction Book Club
- Monday Mystery Book Club
- Adult Book Club
- Westford Job Seekers - February

