J. V. FLETCHER LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Monday, February 3, 2020; 7:00PM
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]
   A. January 6, 2020

IV. Acceptance of Treasurer’s Quarterly Report [5 minutes]

V. Report of the Director [10 minutes]
   A. Warrant Review and Approval
      1. Warrants Numbered: 20-28 thru 20-31
      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: [0 minutes]

VIII. Unfinished Business [10 minutes]
   A. Strategic Planning Process:
      1. Focus Group attendees’ names
   B. Board Candidacy Update

IX. New Business [10 minutes]
   A. Mid-year Review of Trustee Goals

X. Announcements [5 minutes]
   A. Friends’ Liaison Report (Hillam)
   B. Note upcoming important dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 7, 2020</td>
<td>8:00am</td>
<td>Legislative Breakfast, Groton Public Library</td>
</tr>
<tr>
<td>Feb. 7 – 9, 2020</td>
<td></td>
<td>Friends Book Sale</td>
</tr>
<tr>
<td>March 2, 2020</td>
<td>7:00pm</td>
<td>Full Board</td>
</tr>
<tr>
<td>March 5, 2020</td>
<td>7:00pm</td>
<td>Joint Friends and Trustees SOAR Planning Exercise</td>
</tr>
<tr>
<td>March 28, 2020</td>
<td>10:00am</td>
<td>Annual Town Meeting, Abbot School</td>
</tr>
<tr>
<td>April 2, 2020</td>
<td>All Day</td>
<td>Library Legislative Day: State House</td>
</tr>
<tr>
<td>April 6, 2020</td>
<td>7:00pm</td>
<td>Full Board</td>
</tr>
</tbody>
</table>

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 February Book Sale
  o Mr. Vinny’s Shadow Puppet Show
  o Frozen Party with Elsa
  o Dr. Seuss Birthday Party!
  o Beginner’s Chess with Glenn Davison
  o Teens & Tweens Rubber Duckie Soap
  o Teens & Tweens One Up Games
  o English Conversation Circle
  o Link to Literacy
  o Adult Nonfiction Book Club: A Truck Full of Money
  o Monthly Knitting Group!
  o Tea from your Garden
  o Cookbook Book Club 2020: Bigger Bolder Baking
  o How to Pay the College Bill
  o Ukulele Strum Along!
  o Adult Book Club Reading List
  o Mystery Monday Reading List
  o Westford Job Seekers Network Fliers: February
  o Winter/Spring 2020 Town wide Mailer
• STRATEGIC PLANNING DOCUMENTS:
  o Notes
• MPLCP GRANT DOCUMENTS:
• MISCELLANEOUS:
  o Legislative Breakfast Invitation: Groton Public Library