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. January 7, 2018

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

V. Report of the Director [10 minutes] VOTE
   A. Warrant Review and Approval
      1. Warrants Numbered: 19-28 thru 19-32
   B. LSTA Grant Update:
   C. MPLCP Grant Update: MBLC Bond and Ceiling Advocacy

VI. Report of Committees [5 minutes]
   A. Trustee Information Exchange:

VII. Communications [10 minutes]
   A. Email to Town Manager regarding Town Center Planning Committee
   B. Email to Permanent Town Building Committee (PTBC) and Selectmen Hazelton and Almeida
   C. Thank you Correspondence to Christine Robinson
   D. Legislative Correspondence to Senator Kennedy re: MPLCP
   E. Memorial Correspondence to Patrick Mulligan (2)
   F. Memorial Correspondence to Gail Kenyon

VIII. Unfinished Business [0 minutes]

IX. New Business [15 minutes]
   A. Tender names of representatives to the Town Center Planning Cmttee VOTE
   B. Policy on Leaves [addressed in contract & Town policy] VOTE TO RESCIND

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 4, 2019</td>
<td>7:00 PM</td>
<td>Full Board</td>
</tr>
<tr>
<td>March 23, 2019</td>
<td>10:00 AM</td>
<td>Annual Town Meeting</td>
</tr>
<tr>
<td>April 1, 2019</td>
<td>7:00 PM</td>
<td>Full Board</td>
</tr>
</tbody>
</table>

XI. Adjournment [3 seconds]

KC/edr
**FRONT ATTACHMENTS:**
- Trustee Board Meeting Dates FY19
- Trustee Board Calendar
- Trustee Goals FY19

**REAR ATTACHMENTS:**
- **REPORTS/POLICIES:**
  - Gov. Baker Announces FY2020 Budget Recommendation
- **PUBLICITY RELEASES:**
  - Gerald & Piggy Party
  - Harry Potter Book Night
  - Playful Engineers
  - Celebrating Hogwarts School of Witchcraft & Wizardry
  - Traveling Tween Makerspace & Teen Bollywood Dance
  - Teens & Tweens Make and Take Mondays
  - Winter 2019 Town wide Events Mailing
  - Green Burials
  - Adult Nonfiction Book Club: **Seinfeldia**
  - Monthly Knitting Group!
  - English Conversation Circle
  - Ukulele Strum Along
  - Mystery Monday Book Club: **Sworn to Silence**
  - Cookbook Book Club: **Ciao Italia**
  - Adult Book Discussion Group: **The War I Finally Won**
  - **February** Westford Job Seekers Network Flyers
- **PLANNING DOCUMENTS:**
- **LSTA GRANT DOCUMENTS:**
  - January 2019 Booktalk with Kristina and Mayleen
- **MPLCP GRANT DOCUMENTS:**
  - Handouts to PTBC and BOS
- **MISCELLANEOUS:**