



**J. V. FLETCHER LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA  
Monday, March 2, 2020; 7:00PM  
J. V. FLETCHER LIBRARY – Story Hour Room**

*Introduce Guest: Lynn Clermont, potential Trustee Candidate*

- 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. February 3, 2020
- IV. Acceptance of Treasurer’s Quarterly Report [0 minutes]      NONE
- V. Report of the Director [10 minutes]      VOTE
  - A. Warrant Review and Approval      VOTE
    - 1. Warrants Numbered: 20-32 thru 20-35
    - 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 [15 minutes]
  - A. Trustee Information Exchange:
    - 1. Maintenance Discussion
- VII. Communications: [5 minutes]
  - A. Center for Disease Control and Prevention: 2019 Novel Coronavirus
- VIII. Unfinished Business [10 minutes]
  - A. Report on Strategic Planning Process:
    - 1. Update on Focus Groups [Teens, Retirees and Parents]
    - 2. SOAR Exercise with Friends Board on March 5
    - 3. SOAR Exercise with Staff on March 6
    - 4. Community-wide Survey mid-to-late March
- IX. New Business [10 minutes]
  - A. Policy Revision: Playaway Launchpad Loan Policy      FIRST READING
- X. Announcements [5 minutes]
  - A. Friends’ Liaison Report (Hillam)
  - B. Note upcoming important dates:

March 5, 2020	7:00pm	Joint Friends and Trustees SOAR Planning Exercise
March 28, 2020	10:00am	Annual Town Meeting, Abbot School
April 2, 2020	All Day	Library Legislative Day: State House



April 6, 2020	7:00pm	Full Board
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XI. Adjournment [3 seconds]  
 GS/edr

**FRONT ATTACHMENTS:**

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

**REAR ATTACHMENTS:**

- **REPORTS/POLICIES:**
  - Westford Academy Midterm Meek 2020 Report
- **PRESS RELEASES:**
- **PROGRAM FLIERS [Juvenile, Tween/Teen & Adult in Date Order]:**
  - Meet and Greet with the 4H Rabbit & Cavy Club
  - Adult Nonfiction Book Club: *The Unwinding*
  - BookTalk with Mayleen and Kristina
  - Dublin in Song and Story
  - An Evening with Susan B. Anthony
  - Monthly Knitting Group!
  - English Conversation Circle
  - Cookbook Book Club 2020: *Heart & Soul in the Kitchen [Jacques Pepin]*
  - Ukulele Strum Along!
  - Link to Literacy
  - Adult Book Club Reading List
  - Mystery Monday Reading List
  - Westford Job Seekers Network Fliers: *March*
- **STRATEGIC PLANNING DOCUMENTS:**
- **MPLCP GRANT DOCUMENTS:**
- **MISCELLANEOUS:**
  - Now Streaming: KANOPY
  - Commonwealth Catalog
  - Handout packet from Groton Legislative Breakfast