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
      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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 5, 2020</td>
<td>7:00pm</td>
<td>Joint Friends and Trustees SOAR Planning Exercise</td>
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<tr>
<td>March 28, 2020</td>
<td>10:00am</td>
<td>Annual Town Meeting, Abbot School</td>
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<tr>
<td>April 2, 2020</td>
<td>All Day</td>
<td>Library Legislative Day: State House</td>
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XII. 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