



**J. V. FLETCHER LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Monday, April 1, 2019; 7PM
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] **VOTE**
A. **March 4, 2019**

IV. Acceptance of Treasurer’s Quarterly Report [**0 minutes**]

V. Report of the Director [**10 minutes**] **VOTE**
A. Warrant Review and Approval **VOTE**
 1. Warrants Numbered: **19-36 thru 19-39**
B. LSTA Grant: Readers’ Advisory Survey
C. MPLCP Grant: [within 6 months of Provisional Award announcement from MBLC]:
 1. Accessibility Board submittal 2. Formal Town Review Process
 3. Re-estimate Costs 4. Confirm Town Meeting and Ballot Question dates

VI. Report of Committees [**10 minutes**]
A. Trustee Information Exchange:
 1. New Trustee Orientation [Policy and MBLC spring sessions]

VII. Communications [**10 minutes**]
A. Thank you letter to potential candidate Debbie Teal
B. Welcome letter to candidate Alisha Hillam
C. Memorial correspondence to Patrick Mulligan
D. Gift and correspondence to estate of Charles C. Evans **VOTE**
E. Email to Town Clerk’s office re: uploading Trustee meeting minutes

VIII. Unfinished Business [**0 minutes**]

IX. New Business [**15 minutes**]
A. Contract Approval: Design Services with Mills Whitaker Architects for CPC-funded Greek Revival Window Restoration/Remediation in amount of \$17,000 **VOTE**
B. Request for Reconsideration Policy [separate from Collection Development Policy] **RE-AFFIRM**
C. Freedom to View **FIRST READING**

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

April 27, 2019	9:30-3PM	MA Library Trustee Institute, Worcester
May 6, 2019	7PM	Full Board

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June 3, 2019	7PM	Full Board
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XI. Adjournment [**3 seconds**]

KC/edr

FRONT ATTACHMENTS:

- Trustee Board Meeting Dates FY19
- Trustee Board Calendar
- Trustee Goals FY19

REAR ATTACHMENTS:

- REPORTS/POLICIES:
- PUBLICITY RELEASES:
 - LEGO-themed Escape Room
 - Nile: the Hump backed Whale
 - Drive-in Movie at the Library!
 - Make & Take Monday: **Painted Pots**
 - Make & Take Monday: **Duct Tape**
 - Big Games for Teens
 - Adult Nonfiction Book Club: **Founding Mothers**
 - Monthly Knitting Group!
 - English Conversation Circle
 - Learn Ukulele!
 - ClassiGals
 - Sharks to Parks
 - Nuclear Security in the 21st Century
 - Monday Mystery Book Club 2019
 - Cookbook Book Club 2019
 - Adult Book Discussion Club 2019
 - **April** Westford Job Seekers Network Flyers
- PLANNING DOCUMENTS:
- LSTA GRANT DOCUMENTS:
- MPLCP GRANT DOCUMENTS:
 - Revised Library Building Grant & Expansion Project PowerPoint
- MISCELLANEOUS:
 - Westford Library Valentine and on-line comments from MBLC *Love Your Library* initiative