



J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MEETING AGENDA
Monday, April 5, 2021; 7:00PM

Meeting Will be Held Virtually and Recorded – call in and listen on any phone [landline or cellphone] by dialing: 1 646 558 8656 US (New York); Meeting ID: : 859 0209 0613 Password: 908504

I. Call to Order and Identification of Members Present per OML [4 seconds]

II. Signing of Trust Fund Warrants [5 minutes] VOTE

A. Warrants Processed for Approval: None

WARRANT # 21***-TE	WARRANT DATE: ***/**/21
LIBRARY TRUSTEES FUND, ACCT. # 672	\$00.00
ALL PURPOSE TRUST FUND, ACCT. # 673	\$0.00
LIBRARY BOOK FUND, ACCT. # 674	\$0.00
LECTURE TRUST FUND, ACCT. # 675	\$0.00
J. V. FLETCHER LIB. TRUST, ACCT. # 676	\$0.00
EDR CONT. EDUC. TRUST FUND, ACCT. # 677	\$0.00
BENEFACTORS TRUST FUND ACCT. #678	\$0.00
TOTAL EXPENDITURES UNDER WARRANT # 21***TE	
	\$00.00

III. Approval of Minutes [5 minutes] [Underlined minutes in packet] VOTE

A. March 1, 2021; March 22, 2021 drafts

IV. Acceptance of Treasurer’s Quarterly Report [None - 0 minutes]

V. Report of the Director [15 minutes]

A. Warrant Review and Approval VOTE

1. Warrants Numbered: 21-36 thru 21-39 VOTE

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 [10 minutes]

A. Trustee Information Exchange:

VII. Communications: [10 minutes]

- A. Correspondence - Thank You to Richard Barrett, Highway Superintendent
- B. Correspondence - Thank You to Gail Flannery for gift of accessorized Doll House
- C. Correspondence – Thank You for Westford Job Seekers Network
- D. Correspondence – Complimentary re: Cartoon Classes on Zoom
- E. Correspondence – Concern re: direct contact with Cartoon Class Instructor
- F. Correspondence to Miriam Margala re: re-opening
- G. Note returned in Book drop on Friends Membership mailer
- H. Finance Committee Budget Questions and Responses

VIII. Unfinished Business [15 minutes]

A. Strategic Planning Project:

1. DRAFT Goals and Objectives - Strategic Planning Project FY23-25

B. Employment Contracts FY18-FY21: Director; Asst. Director

IX. New Business [10 minutes]

A. Collection Development Policy *Revision*

VOTE

X. Announcements [10 minutes]

A. Friends’ Liaison Report (Hillam) [5 minutes]

April 8, 2021	10:00AM	Library Legislative Day – Metrowest and North
April 14, 2021	7:00PM	LWV Candidates’ Night
May 3, 2021	7:00PM	Full Board
May 4, 2021		Elections

XI. Adjournment [3 seconds]

GS/edr

Attachments:

- Children’s and Teen/Tween April Vacation Week Programs
- Mystery Book Club
- Adult Book Club
- English Conversation Circle
- Virtual Beans, Bestsellers and Books
- Virtual English Conversation Circle
- Virtual Author Talk: Merrimack
- Virtual Alaskan National Parks
- Virtual Financial Aid 101
- Westford Job Seekers – April