



**J. V. FLETCHER LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Monday, July 8, 2019; 7PM
J. V. FLETCHER LIBRARY – Staff Lounge**

- 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. **June 3, 2019**
- IV. Acceptance of Treasurer’s Quarterly Report [if June statement available] **VOTE**
- V. Report of the Director [**10 minutes**] **VOTE**
 - A. Warrant Review and Approval **VOTE**
 - 1. Warrants Numbered: **19-50 thru 19-54**
 - B. MPLCP Grant: [within 6 months of Provisional Award announcement from MBLC]:
 - 1. FY20 MBLC Funding Request Update
 - 1. Accessibility Board submittal by FAA
 - 2. Formal Town Review Process
 - 3. Re-estimate Costs w/Capital funds
 - 4. Board of Selectmen Vote to put DE on Ballot
 - 5. Confirm Town Meeting and Ballot Debt Exclusion Question dates
- VI. Report of Committees [**10 minutes**]
 - A. Trustee Information Exchange:
- VII. Communications [**5 minutes**]
 - A. Trustee Board update to Town Manager’s and Town Clerk’s offices
 - B. Correspondence to Town Accountant re: Sunday Wage re-posting
- VIII. Unfinished Business [**0 minutes**]
- IX. New Business [**15 minutes**]
 - A. Vote to allow surplus books to be donated to Friends of the J. V. Fletcher Library, Inc. per MGL 30B, S.15 (g) **VOTE**
 - B. Safety Deposit Box Access Policy *Revision* **VOTE**
 - C. Child Safety Policy *Revision* **VOTE**
 - D. Policy on Report of a Missing Child *Revision* **VOTE**
 - E. Proactive Pandemic and Public Health Policy *Revision* **VOTE**
 - F. Policy Guidelines for Interactions with Minors **First Reading**
 - G. Vote to Award Website Upgrade Contract **VOTE**
 - H. Review FY19 Board Goals and DRAFT Board Goals for FY20
 - I. TRUSTEE BOARD PHOTO
- X. Announcements [**5 minutes**]
 - A. Friends’ Liaison Report (See Book Sale Report)
 - B. Note upcoming important dates:

July 8, 2019	7:00pm	July Trustee Meeting
August 12, 2019	7:00pm	August Trustee Meeting



XI. Adjournment [**3 seconds**]
GS/edr

FRONT ATTACHMENTS:

- Trustee Board Meeting Dates FY20
- Trustee Board Calendar
- Trustee Goals FY19

REAR ATTACHMENTS:

- REPORTS/POLICIES:
 - Friends Book Sale Report, June 7-9, 2019
 - MLA Conference Report - Leedberg
 - MLA Conference Report – Regan
 - MSLA Conference Report - Bennett
 - School Library Journal Day of Dialog Report – Boutet N
 - Westford Academy Exam Week Report – Bennett
- PRESS RELEASES:
- PROGRAM FLIERS:
 - Book Talk Spring 2019 with Mayleen and Kristina
 - Adult Summer Reading Program
 - Children’s Summer Reading Program
 - Teens and Tweens Summer Reading Program
 - Adult Nonfiction Book Club: ***Nixon and Mao***
 - Woodstock: A 50th Anniversary Celebration
 - Cookbook Book Club 2019: ***Milk Street: The New Home Cooking***
 - Monthly Knitting Group!
 - Paint Like the Masters – Greg Maichack
 - Adult Book Club
 - Mystery Monday Book Club
- PLANNING DOCUMENTS:
- MPLCP GRANT DOCUMENTS:
- MISCELLANEOUS: