



J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MEETING AGENDA
Monday, July 12, 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: 899 9643 2284 Password: 495033

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

II. Signing of Trust Fund Warrants [None]

A. Warrants Processed for Approval: None

WARRANT # 22-05TE		WARRANT DATE: 7/29/21
LIBRARY TRUSTEES FUND, ACCT. # 672		\$80.00
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 # 22-05TE		\$80.00

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

A. June 7, 2021 draft

IV. Acceptance of Treasurer’s Quarterly Report [10 minutes]

A. Fourth quarter and yearend Report VOTE

V. Report of the Director [15 minutes]

A. Warrant Review and Approval VOTE

1. Warrants Numbered: 21-50 thru 21-54; 22-02 – 22-02 VOTE

B. MPLCP Grant Prompt - #6 on WAITLIST: [within 6 months of Provisional Award announcement from MBLC]:

- | | |
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| 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 [5 minutes]

A. Trustee Information Exchange:

VII. Communications: [15 minutes]

- A. Memo to Town Offices re: Trustee Board update
- B. Promotion Letter: Sara Morton
- C. Promotion Letter: Jeanne Millet
- D. Patron Correspondence re: mandated mask wearing in Library
- E. Thank you Correspondence re: Westford Job Seekers Network
- F. Memorial Correspondence update re: Swanson memorial
- G. Extension of Remote Meetings Authorization [until April 1, 2022]
- H. MBLC Hotspot Lending program



- I. Agreement for Outgoing Museum Loan
- J. Barbara Alevras, Consultant re: Strategic Plan Project appendices link

VIII. Unfinished Business [5 minutes]

- A. Award Heat Pump Replacement contract to Cooling and Heating Specialists in the amount of \$22,783.75 VOTE

IX. New Business [10 minutes]

- A. Annual vote to allow surplus books to be donated to Friends Book Sales per MGL 30B, S. 15 (g) VOTE
- B. Discuss REMOTE vs. in-person meetings as of September forward
- C. Schedule Safety Deposit Signatures and Inventory

X. Announcements [10 minutes]

- A. Friends' Liaison Report (Hillam) [5 minutes]
- B. Upcoming Meeting Schedule:

August 16, 2021	7:00 PM	Full Board; REMOTE PARTICIPATION MEETING; Approve ARIS Report due MBLC 8/27
September 13, 2021	7:00 PM	Full Board; Approve FY23-25 Budgets; Approve Capital Budget; Approve Annual Town Reports due TBD; Set Goals
September 27, 2021	7:00 PM	Full Board; Approve Strategic Plan and Annual Action Plan due MBLC 10/1 [done]; Approve State Aid/Financial Report due MBLC 10/1

- C. COI [Conflict of Interest], CORI Renewal certificate needed: Fleckner, Secor

XI. Adjournment [3 seconds]

AH/edr

Attachments:

- VIRTUAL Summer Tails [Lobster Tails, Cocktails, Mocktails]
- VIRTUAL Galapagos Adventure
- VIRTUAL Adult Non-Fiction Book Club: Leonardo Da Vinci
- VIRTUAL Qigong Class
- Monday Mystery Book Club
- Adult Book Club
- Westford Job Seekers Network: June 30