



J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MEETING AGENDA
Monday, July 13, 2020; 7:00PM

Meeting Will be Held Virtually – call in and listen on any phone [landline or cellphone] by dialing: 1 646 558 8656 US (New York); Meeting ID: 825 3827 3426 Password: 249135

- I. Call to Order [4 seconds]
- II. Signing of Trust Fund Warrants [10 min. - itemized below] VOTE
 - A. Warrants Processed for Approval:
 - 1. Pay Rainville (Custodian of Petty Cash) \$210.09 from TRUSTEE TRUST FUND #672
- III. Approval of Minutes [5 minutes] [Underlined minutes in packet] VOTE
 - A. June 1, 2020
 - 1. Pandemic Reports 5.1.20; 5.8.20; 5.15.20; 5.22.20 to be appended to June 1, 2020 minutes
- IV. Acceptance of Treasurer’s Quarterly Report [10 minutes] VOTE
 - 1. Fourth Quarter FY20 and Final Year Summary
- V. Report of the Director [10 minutes] VOTE
 - A. Warrant Review and Approval VOTE
 - 1. Warrants Numbered: 20-50 thru 20-55
 - 2. Quadient Postal Meter Contract Renewal Approval VOTE
- VI. Report of Committees [10 minutes]
 - A. Trustee Information Exchange:
- VII. Communications: [20 minutes]
 - A. MBLC Massachusetts Public Library Construction Project update as of July 9 MBLC meeting [oral report]
 - B. Yearend Memo to Town Accountant: Encumbrances and Closeouts FY20
 - C. Yearend Memo to Town Accountant: Carryforwards into FY21
 - D. Yearend Memo to Town Accountant: FIXED ASSETS FY20
 - E. Correspondence from Patron L. Wieselquist
 - F. Thank you correspondence to Hajo Koester

VIII. Unfinished Business [0 minutes]

- IX. New Business [30 minutes]
 - A. Election of Officers [3] and Appointment of Trustee Liaisons and Signatories VOTE

Chair	
Treasurer	
Secretary	
Friends Liaison [APPT.]	
Foundation Liaison [APPT.]	

B. RE-OPENING PHASE 3: Service, Operations and Re-opening Plan VOTE



- C. Affirm Annual Membership in Merrimack Valley Library Consortium (MVLC) VOTE
- D. Vote to allow surplus books to be donated to Friends of the J. V. Fletcher Library, Inc. per MGL 30B, S.15 (g) VOTE
- E. Potential Request from "Westford Remembers" for additional flagpole on Library Lawn to fly diverse flags and banners

X. Announcements [5 minutes]

- A. Friends' Liaison Report (Hillam) [ZOOM Meeting July 30]

August 10, 2020	7:00PM	Aug. Meeting Full Board; Approve FY22-FY24 Budgets due 8/***; Approve Capital Budget due 8/***
September 14, 2020	7:00PM	Sept. Meeting Full Board; Approve Annual Town Reports due 9/***; Set Board FY21 Goals
September 28, 2020	6:30PM	Full Board; Approve ARIS Report due MBLC 10/2; Approve State Aid Financial Report due MBLC 10/2; Board collaborates on Director's Performance Review
October 26, 2020	6:45PM	Special Town Meeting until Adjourned

XI. Adjournment [3 seconds]

GS/edr

Attachments: WJSN JULY Fliers

