J. V. FLETCHER LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Monday, August 12, 2019; 7PM [NOTE CHANGE OF WEEK]
J. V. FLETCHER LIBRARY – Staff Lounge

7:00 PM: EXECUTIVE SESSION to discuss the Library portion of the Town and School Facilities and Procedures Security Risk Assessment Report and develop strategies with respect thereto; if the Chair declares an open session it may have a detrimental effect on municipal operations

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. July 8, 2019

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

V. Report of the Director [15 minutes] VOTE
   A. Warrant Review and Approval
      1. Warrants Numbered: 20-02 thru 20-07
      2. Review calculation of the 15% Materials Requirement [MBLC]
   B. MPLCP Grant Prompt - #8 on WAITLIST: [within 6 months of Provisional Award announcement from MBLC]:
      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:
      1. Town Manager Memo on Initiative to Change Town Charter language to gender neutral terminology and Town Charter

VII. Communications: CONSENT AGENDA: [5 minutes] VOTE
   A. Thank you Correspondence to Library Staff
   B. MBLC Fall 2019 Trustee Orientations [See 10/16 Chelmsford]
   C. Memorial Correspondence:
      1. AA Group
      2. Mulligan Family
   D. Yearend Memo to Town Accountant: Encumbrances and Closeouts FY19
   E. Yearend Memo to Town Accountant: Carryforwards into FY20
   F. Spreadsheet to Finance Director: CWA Compensation Reserve Fund Transfer

VIII. Unfinished Business [5 minutes]
   A. Policy Guidelines for Interactions with Minors Second Reading

IX. New Business [45 minutes]
   A. Policy on Museum Pass Usage REVISION
   B. Code of Conduct Policy REVISION
   C. ARIS PACKET: Accept & Sign ARIS Report due MBLC 8/16/19 VOTE
   D. BUDGET & CAPITAL PACKET: FY21-23 Library Budgets, Capital DRAFTS VOTE
   E. Re-schedule Board Meetings [to approve MBLC submittals]: VOTE

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X. Announcements [5 minutes]
   A. Friends’ Liaison Report (None)
   B. Note upcoming important dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 13, 2019</td>
<td>10:00am</td>
<td>MAH Window Bids due</td>
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<tr>
<td>September 9, 2019</td>
<td>7:00pm</td>
<td>Full Board; Approve Annual Town Reports due 9/***; Approve Capital Budget due 8/30/19</td>
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<tr>
<td><strong>September 30, 2019</strong></td>
<td><strong>6:30pm</strong></td>
<td>Full Board; Board collaborates on Director’s Performance Review document; Approve State Aid/Financial Report due MBLC 10/4/19; Launch Long-Range 5-Year Strategic Plan</td>
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<tr>
<td>October 16, 2019</td>
<td>6-8:00pm</td>
<td>MBLC Trustee Orientation, Chelmsford Public Library</td>
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<td>October 28, 2019</td>
<td>7:30pm</td>
<td>Abbot School, Special Town Meeting until Adjourned</td>
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XI. Adjournment [3 seconds]  
GS/edr

FRONT ATTACHMENTS:  
→ Trustee Board Meeting Dates FY20  
→ Trustee Board Calendar  
→ Trustee Goals FY19

REAR ATTACHMENTS:  
• REPORTS/POLICIES:  
• PRESS RELEASES:  
• PROGRAM FLYERS:  
  o **Breaking Science: Renewable Energy**  
  o Adult Nonfiction Book Club: **American Sphinx**  
  o Cookbook Book Club 2019: **How Can it Be Gluten Free?**  
  o Monthly Knitting Group!  
  o Storytime Fall 2019  
  o Outdoor Teddy Bear Picnic  
  o LEGO Club  
  o Advanced SNAP Circuits  
  o Book Clubs for Kids  
  o Non-Fiction Book Club, GR. 3-4
• PLANNING DOCUMENTS:  
• MPLCP GRANT DOCUMENTS:  
• MISCELLANEOUS: