



**J. V. FLETCHER LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA**

**Monday, September 9, 2019; 7PM [NOTE CHANGE OF WEEK & ROOM]  
J. V. FLETCHER LIBRARY – Story Hour Room**

- 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. **August 12, 2019** Regular Session; **August 12, 2019** Executive Session
- IV. Acceptance of Treasurer’s Quarterly Report [None]
- V. Report of the Director [**15 minutes**]      **VOTE**
  - A. Warrant Review and Approval      **VOTE**
    - 1. Warrants Numbered: **20-08 thru 20-10**
    - 2. Review revised calculation of the FY20 Municipal Appropriation 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 [**5 minutes**]
  - A. Trustee Information Exchange:
- VII. Communications: [**5 minutes**]
  - A. Cover Letter and final copy of ARIS Report to MBLC
  - B. Correspondence to Alpine Environmental re: Contract Award
  - C. Thank you Memorial/Gift Correspondence to Ms. Christine Robinson
  - D. Champion Black Oak Programme
- VIII. Unfinished Business [**15 minutes**]
  - A. Policy Guidelines for Interactions with Minors      **Third Reading**
  - B. Code of Conduct Policy Revision      **Second Reading**
- IX. New Business [**35 minutes**]
  - A. Application for E. D. Rainville CE Fund award for Travel, Board and Hotel for YALSA Conference — Kate Bennett, YA Librarian      **VOTE**
  - B. Approve Library Annual Town Report      **VOTE** [due 9/20]
  - C. Approve Board of Library Trustees Annual Town Report      **VOTE** [due 9/20]
  - D. Discuss/approve FY20 Board of Library Trustee Goals      **VOTE**
- X. Announcements [**5 minutes**]
  - A. Friends’ Liaison Report (Hillam)
  - B. Note upcoming important dates:

September 23, 2019	6:30pm	Champion Black Oak Memorial
September 30, 2019	6:30pm	Full Board; Board collaborates on Director’s Performance Review

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		document; Approve State Aid/Financial Report due MBLC 10/4/19; Launch 2021-26 Strategic Plan
October 16, 2019	6-8:00pm	MBLC Trustee Orientation, Chelmsford Public Library [registration required]
October 28, 2019	7:30pm	Abbot School, Special Town Meeting until Adjourned
November 4, 2019	7:00pm	Full Board; Director's Performance Review held
November 15, 2019	10-12:30	Staff/Volunteer Recognition Brunch

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

**FRONT ATTACHMENTS:**

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

**REAR ATTACHMENTS:**

- REPORTS/POLICIES:
  - Summer Reading Program Evaluation: Elementary
  - Summer Reading Program Evaluation: Young Adult
  - Summer Reading Program Evaluation: Adult
- PRESS RELEASES:
- PROGRAM FLIERS:
  - Champion Black Oak Memorial Programme
  - Adult Nonfiction Book Club: ***Guns of August***
  - Bay Circuit Trail
  - Monthly Knitting Group!
  - KonMari Tidying Workshop
  - Cookbook Book Club 2019: ***Homegrown: Cooking from my New England Roots***
  - College Planning Session
  - English Conversation Circle
  - Adult Book Club Reading List
  - Mystery Monday Reading List
  - Westford Job Seekers Network: ***September***
- PLANNING DOCUMENTS:
  - Strategic Plan 2021-2026 Timeline
- MPLCP GRANT DOCUMENTS:
- MISCELLANEOUS: