J. V. FLETCHER LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Monday, September 30, 2019; 7PM [NOTE CHANGE OF WEEK]
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. September 9, 2019

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

V. Report of the Director [10 minutes] VOTE
   A. Warrant Review and Approval
      2. 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, attachments and final copy of State Aid Report to MBLC VOTE [due 10/4]

VIII. Unfinished Business [15 minutes]
   A. Approve Board of Library Trustees Annual Town Report FY19 VOTE [due 9/20]
   B. Discuss/approve FY20 Board of Library Trustee Goals VOTE
   C. Approve revisions to E. D. Rainville Cont. Educ. Fund Policy SECOND READING

IX. New Business [45 minutes]
   A. Board collaborates on Director’s Performance Review [working electronic draft being send]

X. Announcements [5 minutes]
   A. Friends’ Liaison Report (Hillam)
   B. Note upcoming important dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 4, 2019</td>
<td>8:45am</td>
<td>Capital Planning Committee, TH</td>
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<td>October 16, 2019</td>
<td>6-8:00pm</td>
<td>MBLC Trustee Orientation, Chelmsford P L [registration required]</td>
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<tr>
<td>October 28, 2019</td>
<td>7:00pm</td>
<td>Abbot School, Special Town Meeting until Adjourned</td>
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<tr>
<td>November 4, 2019</td>
<td>7:00pm</td>
<td>Full Board; Director’s Performance Review held</td>
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<td>November 15, 2019</td>
<td>10-12:30</td>
<td>Staff/Volunteer Recognition Brunch</td>
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<td>November 25, 2019</td>
<td>7:00pm</td>
<td>Full Board; Approve Annual Action Plan [due MBLC 12/1]</td>
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<tr>
<td>December 19, 2019</td>
<td>7:00pm on</td>
<td>Finance Committee Budget Hearings</td>
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XI. Adjournment [3 seconds]
FRONT ATTACHMENTS:

→ Trustee Board Meeting Dates FY20
→ Trustee Board Calendar

REAR ATTACHMENTS:

● REPORTS/POLICIES:
  ○ DRAFT Special Town Meeting Warrant
  ○ DRAFT Special Town Meeting Motions
● PRESS RELEASES:
● PROGRAM FLYERS [Juvenile, Tween/Teen & Adult in Date Order]:
  ○ Diwali Drop-in Craft
  ○ Halloween: Library Style!
  ○ English Conversation Circle
  ○ Adult Nonfiction Book Club: Devil in the White City
  ○ Make Your College Essay Sparkle!
  ○ Cookbook Book Club 2019: Salt Fat Acid Heat
  ○ Being Mortal Book Discussion
  ○ Ukulele Strum Along
  ○ Monthly Knitting Group!
  ○ Adult Book Club Reading List
  ○ Mystery Monday Reading List
  ○ Westford Job Seekers Network: October
● PLANNING DOCUMENTS:
● MPLCP GRANT DOCUMENTS:
● WEBSITE UPGRADE:
  ○ DRAFT Site Map
● MISCELLANEOUS: