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. November 4, 2019

IV. Acceptance of Treasurer’s Quarterly Report [0 minutes]

V. Report of the Director [10 minutes] VOTE
   A. Warrant Review and Approval
      1. Warrants Numbered: 20-19 thru 20-21
   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: [10 minutes]
   A. Correspondence to MBLC submitting Annual Action Plan FY21
   B. Spreadsheet to Town Manager/BOS showing January 1, 2020 Minimum Wage impact on FY20 Library Budget
   C. Town Manager’s Recommended Library Budget FY21 (revised)

VIII. Unfinished Business [10 minutes]
   A. Contract Signing with Sage Consulting VOTE

IX. New Business [45 minutes]
   A. Revision of Collection Development Policy FIRST READING
   B. Performance Review of Library Director

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>
</tr>
</thead>
<tbody>
<tr>
<td>December 19, 2019</td>
<td>7:00pm</td>
<td>Finance Committee Budget Hearings</td>
</tr>
<tr>
<td>January 6, 2020</td>
<td>7:00pm</td>
<td>Full Board</td>
</tr>
</tbody>
</table>

XI. Adjournment [3 seconds]

GS/edr
**FRONT ATTACHMENTS:**
- Trustee Board Meeting Dates FY20
- Trustee Goals FY2020
- Trustee Board Calendar

**REAR ATTACHMENTS:**

- REPORTS/POLICIES:
  - Library Media Specialists Meeting Report
  - YALSA Symposium 2019 Conference Report: Bennett

- PRESS RELEASES:

- PROGRAM FLIERS [Juvenile, Tween/Teen & Adult in Date Order]:
  - *Holiday Sing-Along with Steve Blunt*
  - *5th Annual 9-Hole Mini Golf*
  - *Pre-School New Year’s Eve Party*
  - English Conversation Circle
  - Adult Nonfiction Book Club: *A Moveable Feast*
  - Cookbook Book Club 2019: *Everyday Dorie: The Way I Cook*
  - Monthly Knitting Group!
  - *Victorian Christmas Traditions*
  - Adult Book Club Reading List
  - Mystery Monday Reading List
  - Westford Job Seekers Network Fliers: *December*

- PLANNING DOCUMENTS:

- MPLCP GRANT DOCUMENTS:

- WEBSITE UPGRADE:

- MISCELLANEOUS: