J.V. FLETCHER LIBRARY
Widening Westford's World

J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MEETING
AGENDA
Monday, July 1, 2013; 7:00 PM
J. V. FLETCHER LIBRARY – Staff Lounge

I. Call to Order **[4 seconds]**

II. Signing of Trust Fund Warrants **[5 minutes]**

III. Approval of Minutes **[5 minutes]** [Bolded minutes in packet]
- A. **June 3, 2013** **VOTE**

IV. Acceptance of Treasurer's Quarterly Report **[None]**
- A. Benefactors Fund Statement **6.24.13** [online printout]

V. Report of the Director **[10 minutes]** **VOTE**

VI. Report of Committees **[5 minutes]**
- A. Trustee Information Exchange
  1. PWI Volunteer needed to replace Trustee Price
  2. Town Strategic Planning Retreat report

VII. Communications **[20 minutes]**
- A. MBLC Notice of Planning and Design Grant Round
- B. MIIA 2013 Loss Control Recommendations –LIBRARY status update
- C. "Roof Inspection and Maintenance Report for: The Town of Westford" - LIBRARY section

VIII. Unfinished Business **[15 minutes]**
- A. FY15 Budget Submittal (and FY15-17 projections)
- B. FY15 Draft Budget Timeline and three Scenarios (Town Manager and Budget Director)

IX. New Business **[15 minutes]**
- A. Election of Officers **VOTE**
- B. Notice of Intention to renew/renegotiate Director's Contract **VOTE**
  1. DRAFT Contract –DIRECTOR
  2. DRAFT Contract-ASST. DIRECTOR
- C. Schedule Orientation for Kathleen
- D. Schedule update of signatories for Safety Deposit Box (traditionally Chair, Treasurer and Director) and Inventory
- E. Review FY13 Trustee Board Goals and schedule discussion of Goals for FY14

X. Announcements **[5 minutes]**
- A. Friends' Liaison Report (Flint)
- B. Foundation Committee Report (Rainville)
- C. PWI Report (Price)

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D. Note upcoming important dates:

July **1**, 2013 7PM	**July Trustees Meeting**
August 5, 2013 7PM	**August Trustees Meeting**

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

ATTACHMENTS:
IN FRONT OF PACKET:
- → Trustee Board Meeting Dates, FY13
- → Trustee Board Calendar
- → Trustee Goals FY13

AT REAR OF PACKET:
A. REPORTS/POLICIES:
B. ARTICLES:
C. PUBLICITY RELEASES:
- July Westford Job Seekers Network Programs
- Legendary Locals of Lowell

D. PLANNING DOCUMENTS:
E. MISCELLANEOUS:
- "Libraries Change Lives" ALA Initiative
- GROUNDBREAKING READS Bookmarks

J.V. Fletcher Library | 50 Main Street | Westford, MA 01886-2599 | 978-692-5555 | www.westfordlibrary.org