



## THE J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MEETING SCHEDULE:

The J. V. Fletcher Library Board of Trustees is an elected six-member board empowered by Commonwealth law to set policy and oversee administration of the J. V. Fletcher Library. The Board regularly holds open meetings the first Monday evening of each month -- convening at 7:00 PM at the J. V. Fletcher Library:

DATE	TIME	BOARD/COMMITTEE	MINUTES
July 10, 2023	7030 PM	Full Board REMOTE PARTICIPATION MEETING	
August 14, 2023	7:00 PM	Full Board REMOTE PARTICIPATION MEETING; Approve ARIS Report due MBLC 8/18	
August 28, 2023	6:30 PM	Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING Approve/Forward Designer Contract	
September 7, 2023	5-8:00 PM	Strategic Planning Retreat, Kimball's Farm, Rt. 110	
September 8, 2023	6:30 PM	Reuben Hoar Library Trustees, Littleton Meet and Greet	
September 11, 2023	6:30 PM	Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING Approve/Forward Designer Contract	
September 11, 2023	7:00 PM	Full Board REMOTE PARTICIPATION MEETING; Approve FY25-27 Budgets; Set FY23 Board Goals; Approve Annual Town Reports due 9/15	
October 2, 2023	6:30 PM	Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING	
	7:00 PM	Full Board REMOTE PARTICIPATION MEETING; Approve State Aid/Financial Report due MBLC 10/6; Approve Trustee Annual Town Report; Approve Annual Action Plan due MBLC 12/1; Board collaborates on Director's Performance Review document	
October 16, 2023	7:00 PM	WA Gymnasium; Special Town Meeting until Adjourned	
<b>October 30, 2023</b>	<b>7:00 PM</b>	<b>Full Board REMOTE PARTICIPATION MEETING; Director's Performance Review</b>	
<b>November 6, 2023</b>	<b>6:30 PM</b>	<b>Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING</b>	
	<b>7:30 PM</b>	<b>Full Board REMOTE PARTICIPATION MEETING</b>	
December 4, 2023	7:00 PM	Full Board REMOTE PARTICIPATION MEETING	
January 8, 2024	7:00 PM	Full Board REMOTE PARTICIPATION MEETING	
February 5, 2024	7:00 PM	Full Board REMOTE PARTICIPATION MEETING	
March 4, 2024	7:00 PM	Full Board REMOTE PARTICIPATION MEETING	
<b>March 23, 2024</b>	10:00AM	Westford Academy Gym, Annual Town Meeting Until Adjourned	
April 1, 2024	7:00 PM	Full Board REMOTE PARTICIPATION MEETING	
May 6, 2024	7:00 PM	Full Board REMOTE PARTICIPATION MEETING	
June 3, 2024	7:00 PM	Full Board REMOTE PARTICIPATION MEETING	
July 1, 2024	7:00 PM	Full Board REMOTE PARTICIPATION MEETING	

**ALTERED/ADDED MEETINGS ARE HIGHLIGHTED AND BOLDED;  
DELETED/RE-SCHEDULED ARE RED W/ STRUCK-THROUGH TEXT**

Cc: Board of Library Trustees	Asst. Director - Library Personnel Calendar
Director - Town Clerk Conference	Asst. Director - Assabet Calendar (Meetings)
Director - CALENDARS folder [3cc]	Office Manager - Pre-Meeting Prompts & Boilerplate Minutes
Asst. Director - Zoom Webinar Registration Link	Systems -Trustee Website Page Update