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:

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| 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 PM7:00 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETINGFull 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  |  |
| October 30, 2023 | 7:00 PM | Full Board REMOTE PARTICIPATION MEETING; Director’s Performance Review |  |
| November 6, 2023 | 7:00 PM | Full Board REMOTE PARTICIPATION MEETING |  |
| November 13, 2023 | 7:00 PM | Co-hosted Sustainability Forum via ZOOM |  |
| November 16, 2023 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING  |  |
| December 4, 2023 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING  |  |
| December 4, 2023 | 7:30 PM | Full Board REMOTE PARTICIPATION MEETING |  |
| January 8, 2024 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING |  |
| January 8, 2024 | 7:00 PM | Full Board REMOTE PARTICIPATION MEETING |  |
| January 29, 2024 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING |  |
| February 1, 2024 | 4:30 PM | Full Board REMOTE PARTICIPATION Budget Road Show |  |
| February 5, 2024 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee 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 |  |
| March 11, 2024 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING |  |
| March 23, 2024 | 9:00AM | Westford Academy Gym, Annual Town Meeting Until Adjourned |  |
| March 29, 2024 | 9:00 AM | STAFF RECOGNITION COFFEE |  |
| April 1, 2024 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING |  |
| April 1, 2024 | 7:45 PM | Full Board REMOTE PARTICIPATION MEETING  |  |
| April 9, 2024 | TBD | Joint Presentation to Select Board |  |
| April 10, 2024 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING |  |
| **April 17, 2024** | **6:30 PM** | **Joint Meeting w/Permanent Town Building Committee & Library Working Group – IN PERSON** |  |
| **April 24, 2024** | **6:30 PM** | **Library Working Group** |  |
| April 27, 2024 | 9:00 AM | Annual Town Meeting, WA Field  |  |
| **April 28, 2024** | **TBD** | **Annual Town Meeting Adjourned, WA Field** |  |
| April 29, 2024 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING NOTE CHANGE OF DATE |  |
| May 8, 2024 | 6:30 PM | Library Working Group |  |
| May 13, 2024 | 7:00 PM | Full Board REMOTE PARTICIPATION MEETING NOTE CHANGE OF DATE |  |
| May 29, 2024 | 6:30 PM | Library Working Group |  |
| June 3, 2024 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING |  |
| June 3, 2024 | 7:00 PM | Full Board REMOTE PARTICIPATION MEETING  |  |
| July 1, 2024 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING |  |
| July 1, 2024 | 7:00 PM | Full Board REMOTE PARTICIPATION MEETING |  |
| August 5, 2024 | 6:30 PM | Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING |  |
| August 5, 2024 | 7:00 PM | Full Board REMOTE PARTICIPATION MEETING |  |
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**ALTERED/ADDED MEETINGS ARE HIGHLIGHTED AND BOLDED;**

**DELETED/RE-SCHEDULED ARE RED W/ STRUCK-THROUGH TEXT**

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|  **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 Minutes Boilerplate**  |
| **Asst. Director – Zoom/Panelist Registration Link** | **Systems –Trustee Website Page Update** |