

BOARD OF LIBRARY TRUSTEES MEETING AGENDA

February 25, 2020

7:00 PM

Shrewsbury Public Library
609 Main Street
Shrewsbury MA

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TOWN CLERK'S OFFICE

2020 FEB 14 AM 10:54

SHREWSBURY, MASS

1. **7PM Call to order of Board of Library Trustees Meeting**
2. **Review and act to Approve Minutes – January 7, 2020**
3. **Review and act to Approve Monthly Report of the Library Director** (Feb report of activities in Jan 2020)
4. **Financial & Legislative**
 - a. Review and Act upon FY2020 YTD Report
 - b. Update on Library Trust Funds Report – 2nd quarter dated 12-31-2019
 - c. Update on FY2021 Operating Budget Request
 - o Current status of request (with reduction approved Jan 28, 2020)
 - o Finance Committee hearing scheduled for Saturday February 29
 - d. Board of Trustee bylaws review
 - o Discussion of proposed changes
 - o Vote to occur March 24
5. **Facility, Equipment & Grounds**
6. **Gifts and Grants**
7. **Programs & Services**
 - a. Review and Act Upon FY2021 Service Calendar
8. **Personnel**
 - a. Update on hiring process for Assistant Director position
 - b. FMLA leaves
 - o 3 employees, 2 will require supplemental staffing
 - o Propose mix of Bibliotemps and use of existing PT staff
 - o Request Reserve Fund transfer for May/June- for last 2 months of FY2020
 - o May wait until late FY2021 to determine amount needed for FY2021
9. **Shrewsbury Public Library Foundation**
 - a. Foundation Board Request for Letters of Interests
10. **Friends of the Library**
 - a. Update on Friends activities
 - o February Foreign Film Festival
 - o Annual Book Sale -March-26-29
11. **Miscellaneous**
 - a. Other Business
12. **Next Meeting: March 24, 2020**