



J. V. FLETCHER LIBRARY  
JOINT BOARD OF LIBRARY TRUSTEES/PTBC  
LIBRARY FACILITY NEEDS COMMITTEE AGENDA  
**Monday, September 29, 2016, 6:30PM  
7:30PM**  
**J. V. Fletcher Library, Story Hour Room**

- I. Call to Order: [4 seconds]
- II. Unfinished Business: [0 minutes]
  - A. Letters to Boards and Commissions (done 9.21.16)
- III. New Business: [40 minutes]
  - A. Massachusetts Public Library Construction Project Grant Letter of Intent due October 7, 2016 **VOTE**
  - B. Letter to Mass Historic Commission (pending)
  - C. Fall Special Town Meeting preparation
  - D. Update on Planning and Design Grant final report due October 31, 2016
    - 1. Attachments: DCAM Correspondence (OPM - done) **VOTE**
- IV. Approval of Minutes: [8 minutes] **VOTE**
  - May 23, 2016 DRAFT
  - May 24, 2016 DRAFT
- V. Approval of Warrants: [0 minutes]
- VI. Action Items: [3 minutes]
  - A. Report on past Action Items:
    - Rainville will write the Historical Commission with the attendees of tonight's meeting and the overview of the grant in hand and future grant
    - EDR – Create FAQ's webpage link and provide first DRAFT of potential questions for site/discussion
    - EDR will send floorplans to the Mass Historic Commission and begin that process
  - B. Summary of new Action Items:
- VII. **Next Meeting Dates:**
  - **October 17, 2016**      **7:30 PM**      **Special Town Meeting**
- VIII. Adjournment

HK/edr



J.V. FLETCHER  
LIBRARY

*Widening Westford's World*

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