

December 6, 2017
Westford Library Trustees Meeting
Approved Minutes

Meeting began: 7:03 PM

Present: Bree Drapa, Meghan Fyrberg, Patricia Hechmer, Allison Hope, Beth Lane,
Peggy Rodgers

1. October 4, 2017 meeting minutes approved with changes.
2. **Treasurer's Report** presented and discussed. We are 42% through the fiscal year and have expended 39% of the budget. Some numbers will be adjusted as a result of end of year payments (now on cash versus accrual basis).
3. **Librarian's Report** presented and discussed. Due to power outage and Thanksgiving holiday, the library was only open thirteen days in November. Nevertheless, visits and circulation remained strong. A high school student is back working 6 hrs/wk and is doing a great job. The library space is well utilized with regular meetings of 8th grade Westford School parents, Girl Scout leaders, PTO, and home owner groups. Adult programs included an Energy Committee sponsored talk by ButtonUp VT, the film VT Farm Kids sponsored by NOFA and the VT Dept. of Libraries, a travel talk, and a book group discussion. The library is partnering with the Westford Recreation Dept. to host a series of talks on animals (bears, bats, and moose).

Report to state on stats and standards is due 1/6/18. It is required, but there is no penalty for not filing. If a library fails to file, missing data will skew the report. Bree is a youth library services advisor to the VT Dept. of Libraries. She is currently working to create or update resource lists on specific preschool issues.

Holiday activities include a giving tree, movie and cookie swap, and drop in ornament making. There will be no closures over the yearend holidays.

4. **Old Business**

Although Facebook and Front Porch Forum have proven the best means of communication. Survey results show a need for an e-mail communication option. Bree has researched MailChimp. It is free for companies with under 2000 subscribers and less than 12K e-mails per month. The library meets both these requirements. MailChimp has the added benefit that individuals can subscribe and unsubscribe.

Current long range plan covers the years 2013-17. This plan focused on four areas - the commons and environment (i.e., parking, building maintenance/improvements), improving IT and collections, lifelong learning, and literacy for young readers. With completion of 2017 library survey, the groundwork has been laid for beginning the

next long range plan. Bree will upload the last plan and planning guidelines for the trustees to review. Trustees are asked to bring to the next meeting their top four focus areas for the next plan.

Dale and Peggy Rodgers removed damaged fencing from the parking lot. Bree will ask John Roberts to replace the damaged fencing with sturdier material, possibly with reflectors. The motion sensor also needs replacing.

The toilet has been fixed and is not double flushing. The new sink and toilet cost ~\$300.

The on demand water heater needs to be replaced (~\$200). Low-cost ways (mirror, poster, paint) to spruce up the bathroom interior were discussed.

Approximately sixty people/yr volunteer at the library. The Town Report stat reflects the reporting methodology required by the state but is confusing to understand. In the 2019 report the volunteer stat will be changed to volunteer hours/year.

5. New Business

Peggy Rodgers reported on the VT Trustees Conference held at Champlain College. Peggy came away appreciative of what public libraries do and for the chance to network with other trustees. Libraries serve as a safe place and source of unbiased, balanced info. There was a presentation on open meeting laws and why they exist. Hyde Park library was this year's focus library.

The library's circulation/overdue policy was reviewed and edited. The HomeCard system link will be updated. ListenUp VT will be added as a patron privilege. Item 18 will be deleted. Policy will be clarified that there is no limit to number of materials that may be borrowed from Westford library, but other libraries offering HomeCard privileges will set their own limits. The document date will be updated. Meghan will upload the edited document removing the signature list from the web update.

Next meeting will be on January 3, 2018

Meeting adjourned at 8:56 PM