

February 15, 2018
Westford Library Trustees Meeting
Approved Minutes

Meeting began: 7:07 PM

Present: Bree Drapa, Beth Lane, Allison Hope, Patricia Hechmer

Absent: Peggy Rodgers

1. December 6, 2017 meeting minutes approved with changes. There were no January minutes due to weather cancellation.
2. **Treasurer's Report** presented and discussed. We are 63% through the fiscal year and have expended 56.3% of the budget. Adjustments have been made for end of FY17 and start of FY18 due to move from accrual to cash based accounting system. Fee for annual PO box renewal is included under maintenance as this is not a postage item.
3. **Librarian's Report** presented and discussed. Although the library was only open sixteen days in January, circulation was over 1000. ListenUp VT (audio books) was at a high for the year. Bree predicts this service to continue to rise. Interlibrary loans were also at a high for the year. Volunteer support remains strong.

The annual weeding of collections is complete. Annual stats have been collected and sent to the state. Bree attended VOKAL quarterly meeting.

The math clubs (grades K-2 and 3-5) will start in March.

VPR is coming to the Westford School to interview the Dorothy's List book group. Bree and the school librarian have designed a scavenger hunt based on the book "Lost in the Pacific". This event and student led questions for the author will be highlights of the event.

Upcoming adult programs include a knitting class and poetry reading. Both programs will be led by Westford residents.

All materials have been purchased and received for the summer reading program. Three performers have been hired. The library has partnered with Colchester library to support return of the popular VINS program.

4. **New Business**

Trustees watched a video on library policy.

Maura O'Brien has asked to meet and talk about the future of the white church.

She will be invited to the March meeting, 7:15 - 7:30 pm.

A request by the custodian was discussed and accepted.

Fifteen babies have been born to Westford residents since last March. Two hundred dollars from the Trustees' account will support book buys for the upcoming New Baby Tea.

Discussion of audio download options will be continued in April after Bree views a webinar on newer options.

Cultural awareness, commons, lifelong learning, and current topics and titles will be the focus of the next long range planning cycle. Trustees are asked to bring their ideas to the next meeting. Lara Keenan, VT Library Consultant, will be at the April meeting to help with guidance for our planning.

5. Old Business

Circulation/Overdue policy was signed.

Next meeting will be on March 7, 2017

Meeting adjourned at 8:46 PM