

April 4, 2018  
Westford Library Trustees Meeting Draft Minutes

Meeting began: 7:03 PM

Present: Bree Drapa, Allison Hope, Beth Lane, Peggy Rodgers, Patricia Hechmer,  
Laurie Wight

**1. Public comment**

There was no public comment.

**2. Minutes**

March 7, 2018 meeting minutes approved.

**3. Treasurer's Report**

We are ~75% through the fiscal year and have spent 72.3% of the budget.

**4. Librarian's Report**

It was a big programming month with a lot of offerings. ListenUp VT (e-book) checkouts continue to rise (169 checkouts, 139 individual visits). This popular service eliminates a lot of librarian processing time.

**5. New Business**

Lara Keenan, State Library Consultant, provided Trustee Board Training. Her presentation concentrated on trustee duties, laws governing trustee meetings, best practices, advocacy, and strategic planning.

**6. Old Business**

Discussion on CHIPS Safe Space and audio books Overdrive Plus was deferred until next meeting.

**7. Upcoming Agenda Items**

(see above)

Next meeting will be on May 2, 2018

Meeting adjourned at 8:58 PM