

March 7, 2018  
Westford Library Trustees Meeting  
Approved Minutes

**Meeting began:** 7:02 PM

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

1. February 15, 2018 meeting minutes approved as presented. We welcomed newly elected Trustee Laurie Wight.
2. Maura O'Brien, representing the United Church of Westford Transition Team, discussed the church's 10/17/17 decision to postpone dissolution of the church community until a different organization structure is identified. Library Trustees were asked to complete a survey to aid the church in deciding possible pathways with regard to the church's future.
3. Treasurer's Report presented and discussed. We are ~69% through the fiscal year and have expended 64.9% of the budget. We have expended 83.7% of the fuel budget, but with moderating temperatures, have now switched to the heat pump.
4. Librarian's Report presented and discussed. Circulation remains strong, especially for downloaded e-books. Bree has a marketing tool kit to introduce the Libby app to patrons. This app allows faster download, better search capabilities, and multiple library card accounts. The month's interlibrary loans were 50/50, books received and books sent.

The library ran successful Valentine's programs. In partnership with the Westford Recreation Department, there was a program on moose in Vermont. There was good family participation at this program.

VPR conducted a two hour interview with the middle school book group. The popular book group is a collaborative library/school effort with eighteen participants. The radio program will air 3/26, noon and 7 pm, on VT Edition. It can also be streamed on VPR's website.

Planning has begun for the annual Baby Tea. Twenty babies have been born to Westford residents this past year.

No subs are planned for March. In February, Bree made presentations on Westford's summer reading and Google CS programs at the statewide summer reading program conference.

People who work in Burlington can now apply for a free library card at Fletcher Free Library.

## **5. New Business**

Essex CHIPS has asked Westford Library to consider designation as a “Safe Place”. The designation provides a place for youth with immediate health and safety concerns to wait for a trained person. Bree will speak with the school guidance counselor and ask the school counselor to speak with local high school counselors to better understand the program.

We traditionally realign our roles in March. At this time those roles remain the same - Beth (chair), Allison (treasurer), Pat (secretary). Bree requested, and it was agreed, that the trustee’s meeting agenda would be finalized in Google docs the Friday evening before the meeting. The secretary will be responsible for the library’s contribution to the Town Report and other traditional secretarial duties (e.g. thank you notes to volunteers and the community).

Book collection for the summer book sale will take place over four Saturdays - April 21, May 5 and 19, and June 16. Westford is no longer considered “profitable” to Better World Books. This means we are no longer eligible for pick up and reimbursement on unsold book sale books.

## **5. Old Business**

For a nominal increase in the service fee, the library’s Wordpress website has been updated to rid it of ads.

Next meeting will be on April 4, 2018. Lara Keenan, VT State Library Consultant, will come to assist our long range planning.

Meeting adjourned at 9:01 PM