

May 2, 2018
Westford Library Trustees Meeting
Approved Minutes

Meeting began: 7:07 PM

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

Absent: Allison Hope

1. Public comment - none.
2. April 4, 2018 meeting minutes approved with changes.
3. **Treasurer's Report** presented and discussed.

We are 85% through the fiscal year and have expended 80.8% of the budget.

4. **Librarian's Report** presented and discussed.

- Circulation remains high. Circulation of downloadable books continues to climb and is almost at the point of rivaling in house book circulation. This trend is important to note in planning next year's budget.
- The Library Trustees purchased all thirty books on Dorothy's List. These were checked out one hundred fifty-five times. Six children read all thirty books, eighteen read fifteen books, and twenty-eight read at least seven books. This is a big jump from four years ago when six children read at least seven of Dorothy's List books.
- Router stats will go up next month when WiFi returns to the Common.
- April VELI-STEM training focused on sound and light and provided good ideas for the summer reading program - "Libraries Rock". Westford is one of twenty-five VT libraries involved in the VELI-STEM pilot program.
- Bree has been asked to speak at ARSL in IL.
- The NOFA dinner program has been rescheduled for July.
- Twenty-one invitations have been sent for the Baby Tea.
- Summer reading program plans need to be completed by the end of May.
- Annual book sale will be held Wednesday, July 4, 9am - 1 pm.

5. Old Business

Using the library as CHIPS safe space discussed and tabled.

4. New Business

Discussion of Charlotte Library and Norwich Library long range plans as an aid to deciding on template for Westford long range plan. Bree will send out link to state libraries' stats so trustees can read plans for libraries of similar size and staffing. The June meeting will be dedicated to long range planning process. The meeting will be held on Thursday, June 7, rather than Wednesday June 6.

The library's closing policy will be reworded and signed at next meeting. Closing will be at the discretion of the librarian.

Question raised regarding the anchoring of all shelves. This will be checked.

Next meeting will be on Thursday, June 7, 2018

Meeting adjourned at 8:54 PM.