

October 3, 2018  
Westford Library Trustees Meeting  
Draft Minutes

Meeting began: 7:04pm

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

1. Public comment (none)

2. September 5, 2018 minutes approved as written.

**3. Treasurer's Report**

We are 25% through this fiscal year and have expended ~25% of the budget.

Proposed FY20 budget was presented and discussed. Discussion will continue at next meeting.

**4. Librarian's Report**

After a summer of high circulation and much programming, September saw a lull in both stats. Fall programming picks up in October. WiFi use continues to be strong.

A first aid kit has been installed on the wall by the bathroom. Two emergency flashlights have been installed at opposite ends of the library.

Three estimates for relining the chimney are being gathered. The plumber will conduct a test to check whether methane is entering the water line.

**5. Agenda**

The library's annual review for the Town Report has been submitted to the Town Clerk.

Trustees have been assigned to review each of the pillars and action items in the proposed strategic plan.

Next meeting will be on November 7, 2018. Trustees will meet in executive session at the Town Offices from 7:00pm to 7:45pm, then reconvene at the library.

Meeting adjourned at 8:43pm.

