

September 5, 2018
Westford Library Trustees Meeting
Minutes

Meeting began: 7:02 PM

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

1. Public Comment (none)
2. June 7, 2018 minutes approved as written. Trustees do not meet in July. Trustees did not meet in August due to lack of a quorum.
3. There was discussion of a long range strategic plan modeled after Orwell, VT, library's 3 Pillars plan. The plan was edited to reflect Westford library's planning goals. Trustees were asked to study the revised plan over the next month.
4. **Treasurer's Report** (fiscal year wrap up and YTD) was presented and discussed.

94.5% of the budget was expended at end of the last fiscal year. The under expenditure mostly resulted from the lack of any significant building maintenance/repairs.

We are ~ 17% through this fiscal year and have expended 17.5% of the budget.

5. **Librarian's Report** (FY18 wrap up as well as summer) was presented and discussed.

It was another strong year for the library. There was increasing use of the library, but Bree expects to see that use plateau appropriate to the size of our community.

August was the library's busiest month ever with total circulation of over 1660. There were 233 checkouts from ListenUp VT audio collection. 124 patrons participated in the summer reading program by reading 2340 books. The library hosted 42 summer programs with 827 attendees. The VINS presentation and the Starline Rhythm Boys concert were well attended. The attendance for both events is counted in the library's program numbers as the library paid for both events.

Fifty people attended NOFA's Westford Community dinner. All the food, except cheese, was sourced in Westford.

Bree has trained a new sub - Debra Kiel. Debra is available Wednesdays and Thursdays, which have historically been difficult days to find a sub.

Bree has finished the state's required stats. She will be attending and presenting at next week's Association of Rural and Small Libraries conference in Springfield, IL. She will be co-presenting with representatives from Rockingham and Barre-Aldrich libraries and the VT Center for the Book. The presentation will focus on VELL-Stem for small libraries. NASA reps will be at the conference to talk about space, the theme of next summer's reading program.

Bree responded to Front Porch Forum's request for info on how libraries use their service.

To draw more seniors into the library, an on-line strength training program will begin in January.

6. The General Library Policy and Library Building Policy were reviewed, edited, and signed by the trustees. A non-discrimination clause will be added to the application for building use.

7. Upcoming Agenda

Draft of next year's budget and draft of librarian evaluation (executive session).

Next meeting will be on October 3, 2018

Meeting adjourned at 9:01 PM