

November 7, 2018  
Westford Library Trustees Meeting Draft Minutes

Meeting began: 7:05 PM

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

**1.** Public comment (none).

**2. Executive Session.** The Trustees entered into executive session to discuss personnel and the Library Director's annual review.

**3. Treasurer's Report** presented and discussed.

We are 33% through the fiscal year and have expended 33% of the budget.

FY20 proposed budget was reviewed. It will be presented to the select board on 11/8.

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

Listen Up VT checkout was greater than physical checkout for adults, but tracks increases in all circulation categories.

The public library directors' leadership summit will meet Friday in Barre.

**5. Old Business**

Work continued on the strategic plan.

The annual septic filter cleaning has been done.

Books not sold at book sale are being delivered to Goodwill.

Next meeting will be on December 5, 2018

Meeting adjourned at 9:05 PM