

December 5, 2018  
Westford Library Trustees Meeting  
Approved Minutes

**Meeting began:** 7:07 PM

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

1. Public comment (none).
2. October 3, 2018 and November 7, 2018 minutes approved as written.
- 3. Treasurer's Report** presented and discussed.

We are 42% through the fiscal year and have expended 42% of the budget.

FY20 draft budget presented to the Selectboard on 11/8/18.

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

In November, the library was closed for two days at Thanksgiving. In library and online circulation remain strong. Given our high circulation, the library's shelving volunteers are much appreciated. Weekly story time is well attended with about twenty children and parents. The adult book group has between twelve and fifteen participants. Eighteen copies of the book are ordered to accommodate those reading the book but not coming to the group. Crazy 8s programs for grades K-2 and 3-5 are going well.

A genealogy workshop held in partnership with the VT Genealogy Library was well attended. Other partnered activities included a firetruck visit and fire safety program with the Westford Fire Department and the activity program for children while adults met for a discussion on planning for Maple Shade Forest.

Bree attended the Public Library Director's Leadership Summit on 11/9/18. This is an important annual meeting. It affords the opportunity to hear about VT state grants and initiatives and to meet with other library directors. State statistics and yearly metrics are due to the State at the end of January rather than the end of December this year due to website issues on the State's end.

The library will be closed Wednesday, 12/26.

**4. Old Business**

A second draft of the strategic plan, was discussed. It will finalized next month. The trustees reviewed and approved the library's current mission statement.

After discussion, it was decided the library will not stock Narcan.

Allison will contact someone to look at the chimney and decide whether we need a liner as well as cap.

## **5. New Business**

The library has problem with mice nesting in the basement. Bree has been handling with a variety of bait and traps.

A town resident with appropriate professional background has volunteered to do a safety assessment. When complete, it will be presented to the trustees.

Next meeting will be on January 2, 2019  
Meeting adjourned at 8:53 PM