

March 6, 2019
Westford Library Trustees Meeting
Approved Minutes

Meeting began: 7:04 PM

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

1. Public comment (none).
2. February 7, 2019 meeting minutes approved without changes.
3. **Treasurer's Report** presented and discussed.

We are about 71% through the fiscal year and have expended 64.9% of the budget.

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

Despite the short month and adverse winter weather, circulation was still good. Nine to fifteen children have been attending storytime. There have been lots of library card renewals. Bree led a workshop for children's librarians on the upcoming summer program. She will meet with Westford's Recreation Director to talk about collaborative projects. On 4/2, Bree and the State consultant for small libraries will be on WCAX's Across the Fence to discuss book recommendations for all ages.

Bree presented her goals for the coming year, mapping them to the recently updated strategic plan. The goals were approved by the trustees.

A plumber has been hired to replace a check valve to solve air in the lines.

4. **New Business**

Donation dates for this July's book sale were set with trustees to accept donations - 4/27 (Allison), 5/4 (Beth), 5/11 (Peggy), 6/1 (Laurie), 6/8 (Beth).

Trustees spent time reviewing Google Drive and procedures for accessing monthly library reports, policy documents, etc.

Trustees were asked to review the functions of each role (chair, secretary, treasurer) and be ready to discuss next month.

5. **Old Business**

The updated computer usage policy was signed.

Next meeting will be on April 3, 2019

Meeting adjourned at 8:51 PM