

June 5, 2019
Westford Library Trustees Meeting Draft Minutes

Meeting began: 7:06 PM

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

1. No public comment.
2. May 1, 2019 meeting minutes approved as written.
3. **Treasurer's Report** presented and discussed. We are through 92% through the fiscal year and have expended of 89% of the budget.
4. **Librarian's Report** presented and discussed. May saw the highest ever ListenUp VT circulation. The library purchased its first Westford only circulation e-book using its Overdrive Advantage membership. This subscription is expected to reduce e-book charges by an estimated \$50/year. The Westford School art show brought lots of people into the library. The school's advanced art students hung the show. The Baby Tea hosted five families.

Dorothy's List breakfast at the school hosted thirty students. Bree is working with the school on curating a list of lower level books to increase participation. The school and library are hosting a summer reading night to highlight the importance of reading in summer. There is a lot of resident support for the Space and other summer programs.

Peggy and Bree attended the VT Library Conference.

The library will close at 5 pm on Wednesday, July 3, to set up for the July 4 book sale.

4. **Old Business**

The updated Circulation/Overdue Policy was signed.

The Town Survey was reviewed and discussed in the context of the library's strategic plan. The survey shows residents generally pleased with the library. Overall comments point to a need for meeting spaces and places to mingle and make intergenerational connections. Residents also want the Commons to look nice. These points are all addressed in the library's strategic plan.

5. **New Business**

The library's entry ramp, porch, and stairs need to be replaced. Design and construction ideas are being researched.

Next meeting will be on August 7 , 2019 (no July board mtg.)

Meeting adjourned at 8:23 PM