

May 1, 2019  
Westford Library Trustees Meeting  
Approved Minutes

Meeting began: 7:03 PM

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

1. April 3, 2019 meeting minutes approved without changes.

2. No public comment.

**3. Treasurer's Report.**

We are 83% through the fiscal year and have spent 77% of the budget.

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

Family movie night was a big success with about 40 in attendance. Adult circulation was slow in April, but digital circulation remains strong. Bree helps 3-4 people a month to set up and access ListenUp VT.

The Shelburne Museum pass expires in June. It will be renewed with money from the Trustees fund. An additional VT state parks pass will be purchased. In an effort to reduce wait times, \$250 budgeted for audio books will be used to expand the library's Overdrive Advantage digital collection.

Two grants were received. One will help offset the cost of bringing VINS to do a summer program. Partnering with Colchester and Huntington libraries will reduce the travel costs of this program. A second competitive grant will pay for Bree to attend the Fall conference of the Association of Rural and Small Libraries.

Bree will attend the Dorothy's List conference in Barre on 5/3. Bree has been filling in for the school librarian and will be part of the school's Dorothy's List celebration.

Bree attended a 4/29 class to introduce librarians to VT state services to help patrons with disabilities. There is a demo center in Burlington where various devices are available and can be borrowed for a 30 day loan period for use in local libraries. The class also provided references for web solutions.

**5. New Business**

The circulation and overdue policy was reviewed, edited, and approved.

Descriptions of trustee positions (chair, treasurer, secretary) will be put into a policy

document. Bree will ask Lara Keenan, VT library consultant, where these roles are usually documented. Beth Lane (chair), Allison Hope (treasurer), Patricia Hechmer (secretary) will continue in these roles for the coming year.

The library building's entry stairs and ramp need to be replaced. Estimates will be requested via Front Porch Forum. Money for this project will be requested in the library's FY21 budget.

Trustees will request donations for the summer program from local businesses.

The library has started to collect books for its annual book sale.

There was discussion on how the library might expand its collections to include other items. Beth will investigate RiseVT's grant program to help purchase snowshoes. Bree will see what gaps the school might have in its STEM kits.

Next meeting will be on June 5, 2019  
Meeting adjourned at 8:44 PM