

August 7, 2019
Westford Library Trustees Meeting Approved Minutes

Meeting began: 7:06 PM

Present: Bree Drapa, Patricia Hechmer, Peggy Rodgers, Laurie Wight

1. No public comment.
2. June 5, 2019 meeting minutes approved as written.
3. **Treasurer's Report** presented and discussed by Bree. 99% of FY19 budget was spent, remaining funds will be added to the library's reserve fund.
4. **Librarian's Report** presented and discussed.

FY19 saw a 22% increase in circulation and a 13.5% increase in visits. These increases include on line activity. There was a 10.5% increase in program attendance.

The summer reading program was a great success. Space proved a popular theme. 2700 books have been read. 133 children have participated. The largest group of participants were 3-8 year olds. The program ends on 8/9, after which Bree will have a number of reports to file with grant agencies.

Except for special programs with invited guests, there has been little interest in a coding club.

Changes in VT law that effect the library include the designation of Columbus Day as Indigenous Peoples Day and the 7/1/20 ban on single use plastics.

Bree has been asked to lead a workshop on solo librarians at the September Conference of Small and Rural Libraries.

4. **Old Business**

The following capital projects were discussed:

- a) new porch and ramp

Bill Golden will do the work. Pat will be the Trustee contact. Bree will contact the road crew regards removing the concrete steps beneath the current porch. A VT Agency of Transportation permit needs to be filed before work begins. This project is planned to start in October.

- b) enhanced lighting

Michael Kirick will be invited to Trustees' September meeting to discuss design plans.

c) chimney cleaning and addition of chimney cap

Peggy will make arrangements for this work.

d) new shelving to expand young adult section

A shelving module to match the current system can only be shipped freight from Nova Scotia at a cost of ~ \$400. A decision on purchase was tabled for more discussion and investigation of possible alternatives.

Next meeting will be on September 4 , 2019

Meeting adjourned at 8:28PM