

September 11, 2019
Westford Library Trustees Meeting Approved Minutes

Meeting began: 7:08 PM

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

1. No public comment.
2. August 7, 2019 meeting minutes approved as written.
3. Lighting improvements were discussed. Comments will be sent to Michael Kirick who has offered his design services pro bono.
4. The librarian's job description will be reviewed by Bree and discussed next month.
5. A FY21 draft budget will be discussed at the October meeting. A draft of the library's submission for the March Town Report will be presented at the October meeting and submitted to the Town Clerk following this meeting.
6. **Treasurer's Report** presented and discussed. We are 17% through the fiscal year and have expended 12% of the budget (Town numbers for August are not reflected in this month's report).
7. **Librarian's Report...**August was a busy month with 1500 items in circulation. Bree and the community are enjoying the consistency of having Deb Kiel as a sub. Deb's early literacy expertise is especially welcome.

Interlibrary loans are a popular service but only about half the requests are going to a library with courier service. A major update of CLOVER should improve this problem and reduce shipping costs.

Due to a hardware IT problem, the library's internet service is not currently extending beyond the library.

The knitting group is now the fiber arts group.

Westford School and Westford Library will collaborate on a Fall program supported by the VT Humanities Council.

The library will close early on Sept. 19 in support of Westford's Community Forum.

Next meeting will be on October 2, 2019

Meeting adjourned at 8:28PM