

**December 3, 2019**

Westford Library Trustees Meeting  
Draft Minutes

Meeting began: 7:03 PM

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

1. No public comment.
2. November 6 and November 10, 2019 meeting minutes approved as written.
3. **Budget Report...deferred until next month**
4. **Librarian's Report...deferred until next month**
5. **Old Business**

Library budget presented to Selectboard and approved as drafted. Meeting entailed a discussion of capital budgeting process.. The Selectboard was requested to act on recommendation #1 of the Town's stormwater plan.

Tim Aiken advised potential fixes to the flooding problems that developed in the aftermath of the Halloween rainstorm. He recommended the following: reseal the plastic lining in the crawl space and install a sump pump. These fixes are coupled with recommendations to install outside drains and to seal the foundation wall. The Town road crew has been requested to back fill the excavated space from the entryway rebuild. The Town's stormwater plan (phase #1) will address the culvert issues at the entrance to the library parking lot.

A letter of interest will be filed with the Preservation Trust of VT for a 1772 Foundation grant for \$5K. This is a matching fund program. We hope to receive the grant to do the interior and exterior foundation work necessary to eliminate future flooding problems. The Halloween flood impacted the collections by seriously increasing moisture in the library.

Trustees affirmed the library's policy of not renting space for programs that charge fees.

The Librarian's job description is being updated to align with other Town job descriptions. The description currently lists no physical requirements for the job.

6. Meeting ended in executive session to work on librarian's annual evaluation.

Meeting adjourned at 8:41 PM

Next meeting will be on January 8, 2019. Trustees will meet in executive session 7:00 pm to 7:20 pm before the start of the public meeting.