

November 6, 2019
Westford Library Trustees Meeting
Approved Minutes

Meeting began: 7:14 PM

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

1. No public comment.
2. October 2, 2019 meeting minutes approved as written.

3. Budget Report

We are about 33% through the fiscal year and have expended 32% of the budget.

4. Librarian's Report

The new cookbook club is a great success as a social gathering and in attracting a new demographic to the library.

The adult book group is starting a three part series on race. The library will host a teen book group on the same topic. The library is also partnering with the school on a two year study plan on race.

The library's end of year appeal will be e-mailed to all patrons and also announced in the Town newsletter and on Front Porch Forum and Facebook. The appeal is a call for new volunteers and for monetary donations to support improvements to the library.

5. Old Business

A FY21 budget was not approved at this meeting. It was decided that an emergency meeting needs be called to discuss new budget proposals in more detail. An approved budget is scheduled to be presented to the Selectboard on November 14.

The significant rain event on Halloween resulted in flooding in the basement that created a serious high moisture situation in the library proper. Improvements are needed to exterior drainage as well as correcting problems in the basement and crawl space. It is hoped that some of this work will be eligible for grant based matching funds.

The library director's updated job description will be discussed in January.

Next meeting will be on December 4, 2019. Trustees will meet in executive session at the Town Offices from 7:00 pm to 7:45 pm, then reconvene at the library.

Meeting adjourned at 8:53 PM