

January 8, 2020
Westford Library Trustees Meeting Draft Minutes

Meeting began: 7:00 PM

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

1. No public comment.
2. December 3, 2019 meeting minutes approved as written.

3. Budget Report

We are about 50% through the fiscal and have expended 47% of the budget. Future reports will include a separate line item for non-budgeted building and capital projects (e.g., new entryway, chimney cap and liner)

4. Librarian's Report

Westford residents generously responded to our holiday fundraising campaign. To date, twenty-one books and \$1190 have been donated. Many donations were accompanied by notes of gratitude to Bree and the library.

The 2020 VT legislature will be looking at the library landscape in VT.

A grant from the VT Humanities Council allowed the purchase of 65 books for library and school use in their diversity programming.

Bree updated the Library Director position to better align with other Town job descriptions, add physical requirements, and make other appropriate additions and deletions.

5. Old Business

A \$250 matching grant from the Robert Sincerbeaux Fund was applied to the engineering assessment done by Woods and Co. Civil Engineering regards the library's site and basement drainage issues.

Michael Kirick presented his design ideas for improved library lighting. Immediate benefits can come from changing out current compact fluorescent lights with LED lights matched to a neutral color temperature. Once an overall plan is decided, additional work will install dimmers, floor outlets, more lamps, and LED strip lighting in several shelf areas. Michael will check with Efficiency VT regards available funds towards these lighting improvements.

Trustees presented Bree's annual performance evaluation.

Next meeting will be on February 5, 2020.

Meeting adjourned at 9:11 PM