

LIBRARY TRUSTEE MEETING MINUTES
May 6, 2020

Present - Bree Drapa, Patricia Hechmer, Leanne Saddlemire, Laurie Wight

via Zoom conferencing @ 8 am - 9:30 am

To comply with current Covid-19 restrictions, this meeting was held via electronic conferencing. The meeting was recorded and the recording is available upon request.

1. Public Comment - None

2. Minutes approved

3. Budget report - We are 83% through the year and have spent about 78% of the budget. This is probably due to the book orders being delayed and partially shipped due to the Coronavirus pandemic. The sump pump is included in the maintenance line item, which is why that line item is at 143%.

4. Librarian's report

Circulation - Curbside pickup was used quite a bit averaging 20 families a week. The distribution of materials last month was on par with December's with about 1000 items. People were looking for "comfort books" (familiar titles and authors, series, etc.) during this time. Listen Up Vermont was used a lot and the waiting time has decreased. Bree will post on the FPF that books need to start being returned after May 15th. Shelving of these books and jacketing new books will be problematic as our volunteers will not be working during this time.

Bree has been quite busy. Virtual story time continues as well as Zoom meetings for book groups. Bree will be trying Zoom bingo, teen trivia and encouraging Westford residents to color and post the page supplied on the website. She also, virtually, attended a Dorothy's List conference and a summer reading program workshop. Finally, Bree facilitated a webinar for virtual programming for kids.

Electronic VOSHA training - Bree took this training and is now our health officer. Anyone can take this training.

Summer Programs Operational Issues - The summer reading program grant will be extended until November. Ideas are being generated as to how this will roll out including hiring virtual performers.

Book Sale - There will be no book sale this 4th of July due to Covid-19 restrictions.

5. **Building and grounds updates** -

Brian has cleaned every other week. He will be asked to do windows, woodwork cleaning, outdoor work but we will hold off on the rug cleaning. Bree will have the new shelf installed and Kevin Daigel will be replacing the old bulbs with the new. The basement has been completely dry following the sump pump project being completed.

Pat will attend the next selectboard meeting to learn more about the \$5,000 being released on July 1st and to ask questions regarding Phase 1 of the town storm water project. Those will include questions about the catch basin, big hole on the property, the land between the library and the town office, and determining who is responsible for which parts of this project.

6. **Trustee search** - Vicky Ross has been appointed as the newest library trustee and will assume the role of treasurer.

Next Meeting: June 3, 2020