

Westford Library Trustees Meeting
7/1/20

Meeting began 7:00 pm via Zoom conferencing

Present: Pat Hechmer, Leanne Saddlemire, Bree Drapa, Vicky Ross, Peggy Rodgers

1. Public Comment – None

2. June 3, 2020 meeting minutes approved

3. Library Phase-In Plan. Pat, Bree and Leanne met to create a document required by the state that outlines library services as we continue to deal with restrictions imposed by COVID 19 and ease back into more normal operations. This plan includes 6 phases. We will adjust the phase under which we operate according to the health of the Westford community and direction from the state, realizing that this could mean a step backward to a more restrictive phase if necessary. We are currently operating in Phase 3.

Five library volunteers have returned and they have all been trained in VOSHA regulations. The state is providing a plexiglass shield for the checkout desk and hand sanitizer but they are on backorder. Vicky will look into finding a comparable shield. Bree will create a list of cleaning supplies so we can purchase them for the library. She has a supply of masks made locally. Bree has also removed some furniture in view of future re-opening and given thought to how patrons will safely distance in the library. This can be done using masking tape on the carpet.

We voted to temporarily amend the Unaccompanied Minors Policy, changing the allowable age from 9 to 12. Twelve year olds are more likely to understand and comply with COVID restrictions.

We discussed when to implement Phase 5 (Opening the library on a limited basis to Adults and Children) and whether that should be tied to the reopening of the Westford School. Vicky suggested requiring appointments for computer usage. Bree will make revisions to the Phase-In Plan and give a copy to the Selectboard. A copy could be requested by the ACCD.

4. Budget. Vicky presented the Budget Summary. We have ample funds in the Reserve Fund and Trustees account to pay for some needed Capital expenditures. We discussed hiring a library assistant and expanding our hours. Bree sees a need for additional daytime hours for seniors who do not like to travel at night. It would be helpful to have a second person to tend to patrons while a library program is going on. It is important to have another person who could take over should Bree be unavailable. Bree will write a job description for the library assistant and for library subs.

Meeting Adjourned at 8:18 pm. Trustees began an executive session.