

Westford Library Trustees Meeting
8/5/20

Meeting began at 7:10 PM via zoom.

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

1. Public Comment - none
2. July meeting minutes were approved
3. Year to Date Budget report: We have expended 8.9% of FY 2021 budget to date. We spent \$5,000 on the public access WiFi and this is not reflected in this budget. This expenditure will be reimbursed by the Public Library Association's grant that funds WiFi access for rural libraries. Bree will amend the budget, adding \$5,000 to Building Maintenance and Repair for phase one of the town-wide storm water drainage project. This money was given to the library by the town to oversee this portion of the project.
4. Librarian's Report: Despite restrictions due to COVID our circulation has been good. Library programs have taken place digitally or outdoors. The Library is providing Internet on the common and this gets a lot of use. The summer reading program has also been very busy despite alterations due to COVID. We have now re-opened the library on a limited basis. This has gone smoothly. Our children's programming this fall will depend on how the community fares with the re-opening of school.

Laurie Wight has just notified us of her resignation from the board. Pat will put a notice on Front Porch Forum next week requesting that anyone interested in serving on the board contact Bree or herself. Bree will put a notice on the library Facebook page.

5. Draft Budget FY22: Vicky has reviewed our FY21 and FY22 budgets and talked with town treasurer to make sure our figures are congruent. She suggests that money in the Trustees fund be kept separate and accessible to the Trustees for special projects. Bree and Vicky will meet to create a "wish list" for the first draft of the FY2022 budget.

6. Building and Grounds: We have received a quote for installation of the catch basin from Jesse LaBrecque and are waiting for another from Evan Aiken. Once we have the quotes we will need to request a permit from VTrans before the work can be done. Peggy will talk to John Roberts about determining the condition of the culvert under the library driveway. Bree will contact Kevin Daigle to get an estimate for the installation of electrical outlets – the next step of our lighting plan. The Sump Pump is working well.

The library is sponsoring The Starline Rhythm Boys concert on green this Sunday, Aug 8. Bree will put a notice in the Front Porch Forum that this event is sponsored by the library. Vicky will count the number of people attending.

Bree and Pat went to a recent Planning Commission meeting to see how library figures into plans for the Westford Common.

Meeting Adjourned at 8:51. Next meeting Sept 2.