

September 2, 2020
Westford Library Trustees Meeting Draft Minutes

Meeting began: 7:05 PM

Via Zoom

Present: Bree Drapa, Patricia Hechmer, Vicky Ross, Leanne Saddlemire

1. No public comment.
2. August 5, 2020 meeting minutes approved with changes.
3. **Treasurer's Report** We are 16% through the fiscal year and have expended 14% of the budget. \$400+ FY20 expense that was not captured before the end of the fiscal year has been paid via an old line item (Preservation Trust Fund) as not to offset the current FY.
3. **Librarian's Report** presented and discussed. New Story walk installed in Misty Meadows. On-line programming will be expanded to include travel talks. Bree will attend this year's Assoc. of Rural and Small Libraries Conference on a state grant.

4. Path to Next Level Phase-in

Phase 4 of library opening occurred August 1 with good compliance to health measures.

Phase 5 (added browsing in children's section, occupancy increase from 6 to 10 persons) will begin Sept. 9. Curbside pickup option will remain in place along with first hour of opening reserved for seniors and others at high risk of Covid.

5. Process to Appoint Trustee

There are three applicants for the open position. On-line interviews will be conducted in September with the goal of filling the position before the end of the month.

6. Building and Grounds

Contract has been awarded (Dave Whitney) and DOT permit in place to begin work to add grate and catch basin to culvert at SW corner of building.

Waiting estimate (Kevin Daigle) for installation of additional electrical outlets in library.

Brian Zinger will work on removing and replacement of broken storm windows.

7. Fund Raising

The library's annual book sale was cancelled due to Covid restrictions. Until those restrictions are lifted, the library is looking for another form of fund raising. Leanne prepared an extensive list of options. It's hoped that a Spring event can be organized, possibly in concert with another town group.

8. Status Update FY22 Draft Budget

A draft budget has been prepared and reviewed. Vicky continues to meet with Nanette and Greg to understand Town budget process.

Next meeting will be on October 7, 2020 at 7pm

Meeting adjourned at 8:37 PM, trustees then entered into executive session