

Westford Library Trustees Meeting
10/7/20

Meeting began at 7 pm via zoom

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

1. Public Comment – None
2. Sept meeting minutes were approved.
3. The trustees welcomed Patty Pittala to the board. Bree reminded us to update the trustees contact sheet if necessary.
4. Budget Report – We are 25% through the fiscal year and have expended 24.3% of the budget. Vicky met with Nanette and Greg Barrows to discuss the library budget. Her 2022 budget recap includes Bree opting out of health insurance, paying subs minimum wage and adding a part-time library assistant. With these changes the budget would increase 1.5-2.5% from this year. Pat and Vicky will meet with the select board tomorrow to discuss adding a library assistant. Bree shared job descriptions she has written for a library assistant and for library subs.
5. Librarian 's report – September was a busy month for the library and the library Internet. Bree attended the Library Trustees Conference and the Association of Rural and Small Libraries Conference (ARSL). She will be taking some vacation and has subs lined up. We had a lengthy discussion about library programming, as colder weather will necessitate moving indoors. A couple of options are using the Westford Common Hall and continuing to do virtual programs with larger groups of participants (i.e. Storytime). Bree plans to contact the State Library for possible updates on regulations re: indoor meetings. Bree will contact the heating contractor (Maheux) to ask about filters on heating system. Leanne commented that COVID is not spread thorough ventilation/heating systems though other infectious diseases are. The library will reopen on Fridays beginning in November. Bree will have Thursdays to clean and to do other work without interruption. Beginning in November, curbside pickup will be from 10-2 on Saturdays only.
6. Take-aways from the Library Trustees Conference –the importance of advocacy, the importance of having a reason for fundraising, and question about documentation of executive sessions. Bree's takeaway was that marketing has not gotten a lot of attention and this is a project she would like to see an assistant take on.
7. Building and Grounds – Vicky reminded us that any expenditure of more than \$5,000 needs to be included in the town's capital budget. Kevin Daigle installed 5 electrical outlets. The "hole" has been fixed. Dave Whitney and his crew removed part of the old driveway, which was adding to the drainage problem. The culverts

are still clogged. Pat will get on the select board agenda to give them an update on the drainage project and request the road crew clean out the culverts. Bree talked with a teacher at the St. Albans Tech Center who is interested in having his students make a new sign for the library.

8. Fundraising – Leanne has looked into forming a Library Friends Group. This necessitates forming a 501C3. Is there enough interest in town to take on this project? How do we assess this? End-of- year fundraising will be on next month's agenda.

Meeting adjourned 9:18 pm. Next meeting via zoom at 7 pm on Nov 4.