

Westford Library Trustees Meeting  
12/2/20

Meeting began at 7pm via Zoom

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

- 1) Public Comment- None
- 2) November Minutes were approved by Board
- 3) YTD Budget Report - We are halfway through the fiscal with 43.4 percent of budget spent. Basically all is progressing as normal. Electronic material item is high as it shows a years worth of downloads which is billed once a year.
- 4) Librarian's Report - Library is again offering online order forms and curbside pick up service due to recent Covid surge in the state and making public safety a priority. Adult circulation continues to be strong as does WIFI usage. Thursday's Storytime is back online and Bree has also added some adult book review videos which are popular. New ideas for January programs are in the works.  
The library's annual appeal newsletter and book tree donation information can be found in Town's newsletter. The Rec Dept is sponsoring the 'Letters to Santa' mailbox located in library's parking lot. Bree has been working on the state's Annual Report Meeting which is due in January. This report focuses on all facets of library actions and now will include updates with Covid response details.
- 5) Building and Grounds - The library building is being winterized on schedule.

Meeting ended at 8:00 pm

Trustees then entered an executive session from 8 pm - 9 pm

Next meeting will be January 6, 2021, 7 pm via Zoom