

Westford Public Library Trustees Meeting
1/6/21

Meeting began 7:05 pm via Zoom

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

1. Public Comment – None
2. December 2, 2020 meeting minutes approved.
3. Budget Discussion – We have expended 50% of the budget and we are 50% through this fiscal year. Vicky discussed minor revisions to the 2022 budget. The revisions reflect an increase in insurance (building insurance and workers' comp) and an increase that comes from moving Bree's benefits from the town budget to the library budget. Brian Zinger has increased his rates for cleaning.
4. Librarian's Report – Activity at the library in December slowed a bit, which is typical for this month. Bree has started doing YouTube book reviews, which are well received. Book group has been well attended. Kids programming is lagging a bit - Bree feels it is challenging to continue to engage kids online. A St. Michael's professor interviewed Bree about her outdoor literacy programs. She has been working on the annual report for the state and is already getting organized for the summer reading program. The patron list has been updated. We looked at a new online card catalog (Online Public Access Catalog) which is user friendly and much more informative than the basic one we currently have. We decided to purchase this – there is an annual fee of \$250.
5. No Discussion on COVID.
6. We have received \$1,250 in holiday giving and gifts are continuing to come in. Peggy and Leanne will write thank-you notes.
7. Building and Grounds – We received a grant from UVM Extension Service which paid for the installation of filters and a UV light in our HVAC system. Patty will work on getting 3 bids for exterior painting to be completed this summer. The building also has some areas of rot that will need to be repaired prior to painting. To comply with town regulations, any project that costs more than \$5,000 has to be advertised to the public.

Meeting moved into executive session at 8:27.