

Westford Public Library Trustees Meeting
Feb 3, 2021

Meeting Began 7:12 via Zoom

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

1. Public Comment: None
2. January 6th meeting minutes approved
3. YTD Budget Report: We are 58% through the FY and have expended 56% of the budget. There was no remarkable budget related discussion.
4. Librarian's Report:

Circulation is lower than last year due to COVID. DVDs are not as popular as they once were. Bree thinks that DVDs are often borrowed when patrons are browsing – borrowed due to impulse rather than a planned request. Their circulation has decreased because patrons are not in the library and because people are streaming films. As streaming becomes the preferred way to access films Bree expects DVD popularity to continue to decline. Some libraries are offering streaming, but it is currently quite expensive. Listen UP Vermont continues to be popular. WiFi use on the Common continues but it is less busy during the cold months.

Programming Update: The Puzzle Swap was very successful and “Bree on Books” continues to be popular. The Westford Trivia Night was not so successful but it can be offered another time. Programs/activities coming up in February are: Valentine craft packets created by Patti Pittala, February vacation science activities and a candidate forum introducing our selectboard candidates. Bree attended a workshop on cannabis offered by the Association of Vermont Libraries. She is applying to a leadership program offered by the Association of Rural and Small Libraries. This is a very attractive and competitive professional development opportunity. There is no master's level degree for librarians offered in Vermont. Bree has been working on the state stats due at the end of this month.

We discussed re-opening. This is not likely to happen soon. Storage in the basement is tight. Furniture has been moved downstairs to make space for patrons during COVID. Books never sold at last year's sale are stored as well as books that have recently been weeded. We discussed having an outdoor book sale.

Peggy and Leanne wrote thank yous for year-end fundraising. There are a couple of new names and Peggy will write those.

5. Buildings and Grounds:

Patty has worked on a "Request for Bid" form that complies with town regulations. She will post it on the town website, the library website, FPF and the Vermont Business Association network. Bids are due at the end of April and the work is to be completed by the end of October.

6. Policy Review and Update:

We reviewed and discussed the 5-year Strategic Plan. Bree would like to purchase a printer that can be linked directly to a patron's iphone or laptop,

We reviewed and updated the General Library Policy.

7. Vicky did a brief presentation of our financial status.

Meeting Ended: 9pm

Next meeting March 3 at 7pm via Zoom