

Westford Public Library Trustees Meeting
March 3, 2021

Meeting began 7:07 pm via Zoom

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

1. Public Comment: None

2. February 3 meeting minutes approved

3. YTD Budget Report: We are 69% through the fiscal year and have expended 65% of the budget. Bree has made additional ebook and audiobook purchases for our adult and juvenile Listen Up Vermont accounts (Electronics and audiobooks line items). We received \$500 from an anonymous donor. Vicky gave us an update on our financial status.

4. Librarian's Report: February stats are always a bit lower because it is a short month. Online Storytime and "Bree on Books" continue to be popular. Bree has added a line for "Kits" on the Librarian's Report. Patty Pittala's Valentine Craft Kits were extremely popular, and families took advantage of Bree's vacation science kits. Bree hosted a Selectboard Candidates Forum that was recorded by Lake Champlain Access TV and made available for later viewing. There are some exciting programs coming up in March. The Fiber Arts Group will begin meeting via Zoom. Patty has created another craft kit, which creates bookmarks for people to swap/give away. Bree is starting a STEM Club for 2-4th graders. Participants will pick up materials at the library and meet on Zoom. The library is providing Zoom access for a Rec Dept yoga class which will be offered free of charge. State Stats have been completed. Bree's application for the ARSL leadership program has been completed and she will find out whether she has been accepted into the program in April. We decided to invite the selectboard to our April meeting. We will share ideas for discussion via email.

COVID discussion: Bree is planning outdoor activities as the weather warms. We made a tentative plan to reopen in accordance with Phase IV of our reopening plan on May 1st.

5. Buildings and Grounds: Patty has publicized a "Request for Bids" for exterior painting of the library. We have received one bid. We are not required to have 3 bids (required by the town for projects over \$5,000) because we are using library funds. Patty has contacted several other painters. She will be contact them again and also post again in FPF. Bids are due April 10. The basement has been dry so our drainage project appears to have been successful.

6. Personnel Policy: Pat and Vicky will review our Personnel Policy and consider aligning more closely with the town's policy. Our policy needs review and revision as we work towards hiring a library assistant, hopefully in August.

7. Trustee Positions: Pat will continue as Trustee Chairperson, Vicky will continue as Treasurer and Peggy will continue as Secretary.

Meeting Adjourned at 9 pm

Next meeting will be on April 7 at 7 pm via Zoom.