

Westford Public Library Trustees Meeting
May 5, 2021

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. April meeting minutes approved

3. Librarian's Report: Circulation in April 2021 was similar to April of 2020 (during both months the library was operating under COVID restrictions). We reopened on Sat, May 1st and business was steady. Bree recently attended a class on library access for the hearing impaired. She will be attending trainings on the ASPEN card catalog. The VLA conference is coming this month online and she will be participating in many of their workshops.

4. YTD Budget Report: We are 83% through the fiscal year and have spent 78% of the budget. Bree will hire a sub to cover the library while she is doing programming outside. The same person will be able to work these and other hours as needed. We have funds in the budget to cover sub costs.

5. 4th of July: Leanne is taking charge of the book sale. She will find out about town/rec dept. plans for July 4 and will report back next month.

6. COVID Discussion: Beginning in June, the library will be open on Thursdays. Bree will use this day for outdoor programming. Curbside pickup will continue on Fridays for the month of June and then be discontinued in July. Patrons will be asked to return books using the book drop. Masks and social distancing will be required inside the library.

7. Building and Grounds: Patty, Bree and Sean Dwyer will meet on 5/12 regarding the exterior repair and paint project. Sean plans to begin painting in August. Jeff Kerr is going to make new signs to replace our two smaller exterior signs. Bree is waiting for results of our radon tests.

8. Personnel/Benefit Policies: The town is rewriting its personnel policy and it will be good to eventually align ours with the town. However since we plan to hire a library assistant soon we will need to update our current policy right away. Bree shared a Library Assistant job description (draft) and a second, more detailed draft of further job requirements for such a position.

9. Spending Strategy: Bree shared a prioritized list of the ideas we had for spending money from both donated funds and from our budget. We discussed these ideas and guiding principles for spending donated funds. The library budget will be

used for Overdrive, the wireless printer and museum passes. Wifi network licenses will be purchased with donated funds. (Bree will talk to Mark Drapa about this). Patty will work on our exterior improvements. We will revisit this list and spending conversation every few months.

Meeting adjourned at 9:10 pm