

Westford Public Library Trustees Meeting  
June 2, 2021

Meeting began 7:10 PM

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

1. Public Comment – None

2. May meeting minutes approved

**3. YTD Budget Report – Year-end Fiscal Spending:** We are 92% through the fiscal year and have expended 85% of the budget. Bree is purchasing a new computer to replace an old one. She is getting a new wireless computer using an IT grant. She is renewing our Zoom subscription. She has purchased a number of park/museum passes. Some of them are ones we have had in the past and some are new. She will be able to get prizes for the summer reading program using funds from the budget. Vicky is purchasing prizes for the Westford Trail Passport project. Kevin Daigle (electrician) is replacing the emergency exit signs and working on gallery lighting in the children's area and on outdoor outlets. We are paying a substitute to cover the library when Bree is busy with programming this summer. We approved and increase to the Library credit card line (to \$3,000).

**4. Librarian's Report:** Circulation has increased quite a bit in May. Online usage has remained strong. Wifi use has increased and is largely due to users on the Westford Common. Curbside pickup is being discontinued this month. Bree demonstrated our new and much enhanced online card catalog (ASPEN). She is learning about this new technology online and this has been exciting and time consuming. The summer reading program and story time activities are based on an animal theme and will take place outdoors. There will be both a poetry walk and 2 (consecutive) story walks on the town trails this summer. Since many library patrons are children who are not vaccinated, we decided to continue requiring masks inside the library during the month of June. We will decide next month's masking/COVID policy later in the month depending upon guidance from the state. Bree has finalized the Advertisement for the Library Assistant position and a link to the detailed Job Description.

**5. Book Sale:** Leanne has put a lot of effort into organizing the 4<sup>th</sup> of July Book Sale. She has lined up volunteers to accept and sort book donations at the library on Saturdays 9-11am. The books will be stored in Leanne's garage. We will set up for the sale on July 3<sup>rd</sup> after the library closes at 2pm. We will set up a tent in the library parking lot for the sale. We will hold the book sale indoors only as a last resort (weather dependent). We talked about a number of options for books left after the sale: given to the Food Shelf, made available to children after Story Time, given to a local Correctional facility, shipped to the Library of Congress. We have not given

coupons for the Book Sale to volunteers this year. Bree will purchase gift cards for volunteers as a thanks for their hard work and support.

**6. Project Updates:** Many of the projects that we prioritized at last month's meeting are being worked on or have been completed: Bree has purchased park/museum passes. There will be a field trip this summer (part of the summer reading program). The wireless printer is being purchased using grant funding. The gallery lighting is being worked on. Mark Drapa is looking into purchasing a multi-year WiFi license. The Food Shelf is looking into installing a freezer in the Common Hall. Patty has been working on a number of projects: She has contacted a plumber for bathroom repairs and to install an outdoor faucet, contacted Evan Aiken regarding paving the walkway from the driveway to the ramp, and researched a device charging station. We particularly liked a solar model that could be installed on the common. Bree has talked with Jeff Kerr who will be making 3 new signs for the front of the library. Vicky updated us on the Westford Trails Passport project. WOW!!!

**7. Personnel and Benefits Policy:** Pat, Vicky and Bree will consult and update report back at our next meeting in August.

Meeting ended: 9:15 PM

Next meeting: August 4, 2021 7 PM