

Westford Public Library Trustees Meeting
August 4, 2021

Meeting Began: 7:00PM

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

1. Public Comment – none

2. June 2, 2021 minutes approved with corrections

3. Budget Report – We are 8.3% through FY 2022 and we have spent 9.5% of the 2022 budget. This is due to expenses that Bree takes care of at the beginning of the fiscal year.

Treasurer’s Report – Funds that we did not use in last years budget (\$4392) will be included in our expenditure for painting/exterior repair. The Trustees Fund balance (\$8705) is carrying over to FY 2022.

We had a lengthy discussion of how to make money available to various community/library projects. We prioritized a list of possible projects during our May meeting. Of these, many have been completed, and two are pending. Pat will seek Nanette’s advice on best practice for making library funds available to community projects. (Funds that have been donated to the library for this purpose.) This will likely lead to a discussion with the Selectboard as well. We will give \$2,000 to the Food Shelf, thanking them for referring the donor of these funds to the library.

4. Librarian’s Report – Bree has been working on the new, improved ASPEN card catalog. It will go online on August 18. Circulation this summer has markedly increased. Use of Listen Up Vermont continues to grow. Bree is very appreciative of additional sub support this summer especially while she is occupied with outdoor programming. We have funds in the budget to pay for continuing sub hours. The Library Assistant position has been advertised. We have received 2 applications and are expecting a third. The hours that Bree will be devoting to ARSL training (trips and hours spent in the library) will be paid for by her salary plus professional development funds. Bree submitted an ARPA Grant (American Rescue Plan Act Grant for Equipment and Supplies). She included requests for new computers, folding chairs and a dehumidifier. She also received an ARSL grant invitation for \$2,500-\$5,000. We decided to request money to pay for an architectural plan to address handicapped accessibility and improvements to the bathroom and circulation desk area. We agreed to change the Unattended Minor Policy back to its pre-COVID form. This defines an unattended minor as 9 years or younger.

5. Email communication between trustees (other than discussing library policy) does not violate Open Meeting Law.

6. We are donating ice cream at the August 7th concert on the green. Vicky will post this on FPF and Facebook. Pat will attend and make an announcement that the ice cream is donated by the library.

Meeting adjourned a 9:15PM