

Westford Public Library Trustees Meeting
September 1, 2021

Meeting began: 7:05 PM

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

1. Public Comment – None

2. August Meeting minutes approved

3. Budget Report – We are 16% through the fiscal year and have expended 16.5% of the budget. Our general fund budget does not include the exterior repair/painting project. Vicky has created a separate account for the money we receive for community projects entitled “Fund Community”. So far we have used money from this account to pay for the Mr. Chris concert, the ice cream truck at this concert and for a donation to the Food Shelf. Vicky can manage invoices for payments from the Fund Community account without Bree’s involvement. Pat will email the select board to let them know that we are developing a formal process to handle requests from the community for these funds.

4. Librarian’s Report – August circulation was strong. Our summer reading program was very successful and included 35 programs! Patrons have enjoyed 2 story walks, and a poetry walk this summer as well as the popular Westford Trails Passport Program. Mark Drapa is getting an estimate for extended WIFI licenses (5 year). One of the repeaters was hit by lightening but will soon be repaired. Bree’s trip to the ARSL conference in Salt Lake City was informative and she reports returning with lots of new energy and ideas. Her next trip, to California, is scheduled to take place Oct 18th. Bree will be participating in an upcoming state library panel discussion about self-advocacy. She will also be attending a talk sponsored by the state Library Association about serving the deaf population. Tina will be subbing for Bree during her absences in October. We agreed to pay for a \$50 Westford Store gift certificate to thank Tina for her work this summer. If Bree cannot get an architect’s quote before the ARSL grant deadline she will change the grant request to include an Owl Camera and lightweight outdoor folding chairs.

Bree, Pat and Peggy interviewed two candidates for the Library Assistant position. Bree will extend an offer to our chosen candidate (who is familiar with the library since she has frequently worked as a substitute) and complete the paperwork for a background check. When Bree talks with the second candidate she will encourage them to become involved in our library by working as a sub.

Bree has not received any information from the state regarding management of COVID. We will continue with our current masking policy and add a sign on the door reminding patrons not to enter if they are not feeling well. Bree will also post this reminder on Front Port Forum. Bree has not planned any indoor programs.

We agreed to change our meetings to the 2nd Wednesday of the month and amended the library bylaws to reflect this change. Pat will inform Nanette.

6. Pat will contact Gary Deziel (VTLIB cooperator) to set up a meeting (via Zoom?) in October or November to discuss funding community projects.

7. Trustee Fund (Community) – Leanne and Patty will develop a formal application process to be used by community groups requesting funding. Applications will be reviewed by the full board of Trustees. Leanne requested an email account and asked that she and Patty remain anonymous to avoid direct contact with individuals requesting funds. Patty will talk with Evan Aiken about improving the walkway from the parking area to the ramp. She will request removing the cement block and suggest using Sure Pack as an alternative to asphalt pavement. Vicky is very pleased with the response to the Passport Program. It will stay in place through the end of October. She will not advertise in neighboring towns due to some pushback from landowners on one of the town trails. Bree suggested we meet with members the Conservation Commission to celebrate the program and to talk about future improvements.

Meeting ended 8:40PM to enter executive session
Executive Session ended 9:25PM