

Westford Public Library Trustees Meeting  
October 13, 2021

Meeting began: 7:00 PM

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

1. Public Comment – None

2. September meeting minutes approved

3. We have completed 29% of the fiscal year and have expended 28.5% of the budget.

Patty is waiting for Evan Aiken to respond about working on the walkway improvements (removing the cement block and filling the walkway with Sure Pack). The company that exterminated carpenter ants during the exterior paint project will return in the spring to ensure that their treatment continues to be effective. Patty will contact them for a copy of the report that came with their invoice. Patty also talked with Vermont Historical Preservation and received their recommendations regarding gutters appropriate for our building. Vicky also contacted a local contractor regarding gutters. This project is ongoing. Bree will start a “Building Book” where invoices and all pertinent information on building projects will be kept. The exterior painting has been completed. Nanette created a contract after the fact for Sean Dwyer, the painter, to sign. The town will likely require contracts for certain projects in the future. Our new signs have been installed.

4. Librarian’s Report - Bree has arranged for Tina to sub during her outdoor story hours (2 hours) and while she is at her upcoming ARSL Conference. She has submitted the ARSL grant (\$5,000) with proposals from 2 architects for interior improvements, including a ramp to the children’s area. She participated in a panel about self-advocacy hosted by Gary Deziel, VTLib coordinator. October 20-24 she will be traveling to Reno, NV for her next ARSL classes. She also hosted an ARSL “Solo-ish Librarian’s Happy Hour”. Solo librarians from across the country participated. Updated library hours are: Tues 10-7 (new), Wednesday 1-7, Thursday 10-7, Friday 1-7, and Saturday 10-2. The 2 afterschool programs are full. Niquette, the recently- hired Librarian’s Assistant has started working.

Despite urging from some town employees, the Selectboard did not institute a mask mandate in the town office at a recent meeting. The library will continue with our current COVID protocols.

5. FY Draft Budget – Vicky presented our draft budget for FY23. The selectboard has again requested a budget with no increase from the previous year. Vicky has done her best to rein in spending on areas of the budget that are within our control, i.e., certain library expenses. However, the Personnel and Benefits portion of the budget reflects a modest increase. Overall the FY23 draft budget comes in with a 2.63% increase over FY22. All staff positions will receive a salary increase beginning next

July. We recognized that besides ordinary library functions, the town benefits from the library's space (used for meetings) and the trustee's work, which is all performed voluntarily.

6. Trustee and Community Funds – Vicky presented a summary of our Rollover Account Balances and Related Transactions to date. Leanne talked about the challenges of creating an application for funds from the Community Fund Account. After discussion it was agreed she will use applicable “pillars” from the library 5-year plan to create a form. She intends to have it ready by January so that applications can be reviewed and funds disbursed in March. We decided to fund the town music series. It will not be a town expense in FY23.

Public meeting ended 8:45PM, entered executive session.

Meeting adjourned 9:15 PM.