

Westford Public Library Trustees Meeting
December 8, 2021

Meeting Began: 7:05 PM

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

1 Public Comment – None

2. November Minutes approved with minor corrections.

3. We are 42% through the fiscal year and have spent 45% of the budget. Bree noted two expenditures: we just have had our septic system pumped (Maintenance and Repair) Listen Up Vermont (Adult Audio). Vicky had a conversation with Nanette about insurance cost and is satisfied that our share of the bill is appropriate. She shared a spreadsheet that she created for the selectboard. It compares FY2021 (final and actual), FY2022 (final) and FY2023 (draft) budget details.

4. Librarians Report – Library circulation is good. Adult programming on Tuesdays has not been well attended but this is a brand new offering. After school programs continue to be popular. Bree’s YouTube videos (Bree on Books) are being used by hearing-impaired patrons who utilize features such as subtitles and louder volume. She is working on the annual state statistics/standard and making headway on weeding the collection (with help of Niquette and volunteers). She has purchased new computers and chairs with funding from ARPA. She will be meeting with the health officer and Mahieux Heating regarding our HVAC system. We have received a \$5,000 grant from ARSL (Rural & Small Libraries) to be used for architectural plans that will improve accessibility to the library. Bree will contact two architects to see if they are interested in submitting plans, due by December 2022.

5. Community Fund Update – We revised a to a letter to the Westford Community introducing the Westford Public Library Community fund and we reviewed the Community Fund Application draft. The letter will be included in the January Town Newsletter.

Bree told us about her ARSL Leadership Institute project. She is planning a “Westford Family Festival” to take place on the common next summer. Her intent is to recognize/celebrate the young children and families who could not participate in Baby Teas (due to COVID). She envisions a larger event with booths representing Westford organizations that benefit young families. She is working on grant funding.

Meeting adjourned at 8:15 to enter executive session.

Next meeting will be on January 12, 2022.