

Westford Public Library Trustees Meeting
January 12, 2022

Meeting Began: 7:00 PM

Present: Pat Hechmer, Patty Pittala, Bree Drapa (in person at the library)
Leanne Saddlemire, Vicky Ross, Peggy Rodgers (via Zoom)

1 Public Comment – None

2. December minutes approved with minor corrections.

Minutes of meeting on December 8, 2021 were approved.

3. YTD Budget Report – We are 54% through our fiscal year and have expended 54% of the budget. Postage is over budget but this falls into line once grant money is applied later in the FY.

We have \$18,000 in the Community fund to be disbursed. The town has received \$2,000 from the fund for music events.

4. Librarian's Report- Circulation has been robust, though the library has seen fewer patrons since the recent surge in COVID- Omicron variant. State Standards/Statistics have been completed. The Holiday Craft kits (made by Patty and Leanne) were very popular. The parenting collection has been merged with adult nonfiction. Weeding is ongoing. Bree needs to hire new sub since Tina has to work more hours at her primary job. Peggy and Pat will write thank you notes to donors who gave money and books to the Holiday Giving Tree. 20 library supporters donated \$275 and 39 books.

COVID measures- The library will remain open. All adult programming will be virtual and most afterschool programs will be suspended through March. Storytime will take a break until February. The Barn School will not visit the library in January – Bree is sending materials there. The building will be available for use by private groups.

Building issues – The library building has some minor issues to address and a plan has been discussed to swap out the old hot water heater in the bathroom with a new one, get a deadbolt lock installed on the basement door and fix a retaining wall post that was knocked down by town plow.

The library will be participating in the Westford Winterfest on Feb 12. We will be setting up a story walk around the Commons and have a take home craft project for the kids that relates to the featured story.

The library is using an ARSL grant to have conceptual designs drawn up for improving the library's accessibility needs. We are accepting bids from local architects and will choose one to move forward on this first phase of the project.

5) Westford Library Community Fund- Informational emails have been sent out to all community organizations and we are waiting to receive applications. The information on the Community Fund application will also be posted in the Feb newsletter and the Westford Library website.

The Trustees continued to review the ongoing list of projects aimed at always taking the library forward serving our community as best it can. Many projects were completed in the past year and we look forward to our new plans for the coming year.

The meeting adjourned at 8:45 pm.

The next meeting is scheduled for Feb 9, 2022 at 7 pm.