

Westford Public Library Trustees Meeting
February 9, 2022

Meeting Began: 7:05 PM

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

1 Public Comment – None

2. January minutes approved.

3. YTD Budget Report – We are 62.5% through the fiscal year and have expended 62% of the budget. Our postage spending is high due to out of state interlibrary loan requests. Everything else is in line with the budget.

4. Librarian’s Report – There were no in person programs in January due to COVID. There was a subsequent jump in online usage. DVD loans are up. Story time is starting up again at the library as are other afterschool programs (knitting, math club). Bree is working closely with the school nurse about COVID protocols for school groups. The Barn School will be resuming their visits 2x/month. Book group will continue online. Collection weeding has been completed. Our new oil tank has been installed and the old tank has been removed. Bree was invited and will present at the New England Summer Reading conference (online). She is working on the Westford Family Fest (leadership project) and expects to hear about her related grant request very soon. She has hired 2 new subs, updating the substitute hiring forms and training manual during this process. The Library will be participating in “Winter Fest” (Feb 12). There will be a story walk on the Common, Craft Bags at the library to take home and a Passport activity, which will end with a raffle at the library. Visitors will be encouraged to get or update a library cards. Bree is expecting to hear back soon from two architects who will submit their proposals for designs for accessibility and interior work (to be paid for by the ARSL grant).

5. Administrative Updates - We discussed and decided upon a number of changes to the Library Director Job Description. Pat will send a copy of these updates to Bree. We also added “domestic partner” to the Personnel Policy’s sick leave section.

6. Community Fund – Bree has purchased a telescope from the Vermont Astronomical Society that will soon be available for patrons to borrow. She has also purchased \$1,000 content credit for Libby (books online).

The state is making a new app available to all Vermont libraries. The “Palace” app will start up in the summer and will include the digital apps that we already have plus new offerings.

We will review Community Fund applications in an executive session at our March Trustees meeting.

Next Meeting – 3/9/22 7PM

Meeting adjourned 8:45