

Westford Public Library Trustees Meeting  
March 9, 2022

Meeting Began: 7:00 PM

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

1 Public Comment – None

2. February minutes approved

3. The revised Job Description was reviewed and approved. The updated Personnel Policy was signed.

4. Budget Report – We are 70% through the fiscal year and have spent 69% of the budget. All last month's expenditures were in line with the budget. Vicky presented our Rollover Account and Related Transactions. We have disbursed Community Funds in approximately equal amounts to library and community projects.

5. The Rec Dept has asked if they could use the library for a Robotics Lego Program that requires participants to pay. Leanne will let them know that charging a fee is not a problem as long as the library is not sponsoring the program. She will have the Rec Dept contact Bree to decide if the library is an appropriate space to host the program. The Rec Dept is holding an Easter egg hunt on the common on Sat, April 16. We expect parents and children will visit the library, so Leanne offered to design a craft that can be made at the library or taken home.

6. Librarians Report – Overall library usage in February was typical, however the Westford Winterfest boosted these numbers considerably. Several people requested library cards that day. We will make sure there are more people to help during Winterfest next year. The new wireless printer that can be accessed from personal devices is being used a by patrons filing taxes. This is a big improvement as personal files are no longer left on the library computer. The new library subs have been working and are doing a great job. Niquette is taking on more responsibilities. The Town office has been using the titles "Librarian:" and "Assistant Librarian" instead of "Library Director" and "Library Assistant". Pat will talk with them about making these changes. Bree is starting to plan the Summer Reading program. Library programs are changing back to meeting in-person, though Bree will continue to meet children outside as much as possible. Bree enjoyed presenting at the New England Summer Reading online conference. We received air quality monitors from the Vt Dept of Libraries. Bree will attend training on how to use them. Most children are not masking. Bree plans to wear a mask if a child or other patron is wearing one. She will remove the "COVID information" tab from the library website and change the library signage to "Masking is Optional".

7. Vicky and Peggy will talk about boxes for next season's Passport program.
8. Bree handed out her 2022 goals. We will review them and discuss them next month.
9. We will discuss proposals from John Doane and Black River Design for interior accessibility improvements (to be paid for by the ARSL grant) next month. Bree will let them know they will hear from us regarding our decision after our meeting on April 13.
10. Trustee positions- Pat will remain Trustee Chair for one more year. Patty will become Secretary. Vicky will continue as treasurer.
11. We reviewed the Westford Public Library Community Fund grant applications. Leanne and Patty will send emails letting applicants know the status of their requests.
12. Bree made the following requests for funding: \$300-\$400 for the 4<sup>th</sup>-8<sup>th</sup> grade Golden Dome reading project; money to cover a substitute while she does outdoor programming May – August.; \$1500 from the Community Fund for costs associated with the Westford Family Fest project.

Meeting Adjourned: 9:40 pm  
Next meeting April 13 at 7 pm