

## TRUSTEES OF THE J. V. FLETCHER LIBRARY

*In Memory of three late Trustees: David Friedman, Shirley McGrath and Dorothy Swanson.*

The Library saw an historic year, as it shut down physical service on March 14, 2020 due to the Coronavirus lock-down. Service immediately went virtual, remote and downloadable, with curbside delivery the first in-person service restored as of June 1. Library staff is here thanked for an incredible quarter of creativity, commitment and imagination, as the staff strove to maintain high-quality customer service, and the Trustees received weekly *Pandemic Reports* on the Library from the Director.

*Glen Secor, Chair  
Hajo Koester, Treasurer  
Buffie Diercks, Secretary  
Marianne Fleckner  
Alisha Hillam  
Robert Price*

Since 2011, Library staff, the Library Facility Needs Committee, and the Library Trustees Board have worked to poise the Town of Westford for a *Massachusetts Board of Library Commissioners (MBLC) Public Library Construction Project Grant*. The Grant application was submitted in 2017 and Westford is now waitlisted at number 8, in line for \$7.8 million in grant funding. This award depends upon State funding and future Town votes in favor of proceeding with the project now slated for potentially 2023 or 2024. The Board is committed to this expansion of our Library, and hopes for the support of the entire Westford community to make this goal a reality. The Board will continue to update Westford on the many stages involved in this process, as it unfolds in the years ahead.



*Rear View of Future Expanded Library*

### TRUSTEE FY 2020 GOALS

- A. In keeping with the initiatives of the Town and School Safety Task Force, the Board of Library Trustees pursued safety and security measures in the areas of:
  1. Policy, Procedure, Emergency Response
  2. Patron, vehicular, and pedestrian traffic and safety upgrades on Library property, including:
    - a) Champion Black Oak assessment and removal (Removed August 2020)
    - b) Driveway, islands, traffic flow, pedestrian right of way, book drop location, lighting, dumpsters, and parking lot utilization of the former secondary septic leaching area (Pending)
- B. The Board of Library Trustees will support the re-design and upgrade of the Library's website. (Launched January 2020)
- C. The Board of Library Trustees will collaborate with the Friends in facilitating the launching of the J. V. Fletcher Library Foundation. (Pending)
- D. The Board of Library Trustees will support the long-range planning process and creation of the *Library Strategic Plan 2021-2024* due at the MBLC on October 1, 2020. (Per vote of the Massachusetts Board of Library Commissioners now extended to October 1, 2021)



### LIBRARY POLICIES, REVISED OR APPROVED

- Safety Deposit Box Access Policy (7/8/19)
- Policy on Report of a Missing Child (7/8/19)
- Family Museum Passes (8/12/2019)

- Code of Conduct (9/9/2019)
- Guidelines for Interactions with Minors (9/9/2019)
- Guidelines for Awarding Staff Development Funds (11/4/19)
- Policy on Program Attendance and Sponsorship (11/4/19)
- Collection Development Policy (11/25/19)
- Playaway Launchpad Loan Policy (3/2/2020)
- Pandemic Policy (6/1/20)

## **TRUSTEE COLLECTIONS, FUNDS AND BOARD ACTIVITIES**

The J. V. Fletcher Library Trustees used Trust Funds to pay for various Staff memberships and Development, attendance at the Public Library Association biennial conference, the Staff and Volunteer Recognition Brunch, the Champion Black Oak assessment and Memorial Service, and programming and grant support. The Board of Trustees engaged Sage Consulting to launch the **Strategic Planning Process** for the next three-year Plan mandated by the Massachusetts Board of Library Commissioners (MBLC). Focus Group and S.O.A.R. activities were completed for this process before it was suspended due to the COVID-19 shut-down. The MBLC extended the Plan due date for public libraries to October 1, 2021, and ensured certification for Library hours and materials expenditures.

## **RECOGNITION**

The Trustees would like to thank the wonderful Library Staff for once again enhancing and expanding programs, collections, formats and services. At the Staff and Volunteer Recognition Brunch the Trustees honored the following Staff Anniversaries occurring between Jan. 1, 2019 and Dec. 31, 2019 — *for 20 Years: Kanabar*. Special thanks is extended to resigning Trustee Hajo Koester, after 13 years of committed and dedicated input and advocacy on the Board of Library Trustees and for serving as both Chair and Treasurer. Hajo additionally extended his term of office until new Trustee Lynn Clermont was welcomed as of the June 30, 2020 delayed elections.

## **FRIENDS OF THE J. V. FLETCHER LIBRARY, INC.**

The Friends of the J.V. Fletcher Library organization is a committed and valuable partner of the Library. Their generosity funds many of the programs that the Library is able to offer. This past year the Friends supported:

- Fall 2019 Fall Appeal
- Museum Passes & Reservation software
- Summer Reading, Holiday and Juvenile, Teen and Adult Programs
- Popular Bestseller Books
- Public Relations
- Two successful Book sales — the June Sale canceled due to COVID-19
- Annual Membership Drive
- Underwriting of the new Library Website
- Joint work on the Library Foundation

**Attachment: FY 2020 Year-End Trust Fund Fiscal Report**

*Note:* The Library Trustees meet at 7:00 PM at the library on the first Monday of the month. Meetings are open to the public and residents are always welcome. An updated meeting schedule is maintained at the library website: [westfordlibrary.org](http://westfordlibrary.org). The Trustees may be reached through this website and all library policies are available there for public viewing.