

TRUSTEES OF THE J. V. FLETCHER LIBRARY

After an historic year of the COVID pandemic, the library re-opened and restored in-person service as of June 1, 2021. Library staff is here thanked for a year of creativity, commitment and imagination, and physical effort as the staff managed to maintain high-quality customer service via Curbside Delivery, Browse Tent appointments, downloadable and streaming formats, Craft Bags, and in-house limited appointments.

*Glen Secor, Chair
Lynn Clermont, 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 5, 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 July 2023. 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 2021 GOALS

- A. In keeping with the initiatives of the Town and School Safety Task Force, the Board of Library Trustees will pursue safety and security measures in the areas of:
 1. Policy
 2. Procedure
 3. Emergency Response
 4. Patron, vehicular, and pedestrian traffic and safety upgrades on Library property, including:
 - a. Champion Black Oak assessment and removal
 - 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
- B. The Board of Library Trustees will support the re-design and upgrade of the Library's website.
- C. The Board of Library Trustees will collaborate with the Friends in facilitating the launching of the J. V. Fletcher Library Foundation.
- D. The Board of Library Trustees will support the long-range planning process and creation of the *Library Strategic Plan 2023-2025* due at the MBLC on October 1, 2021.



LIBRARY POLICIES, REVISED OR APPROVED

- Policy on Sale of Tickets, Raffle Tickets, Articles, etc. (1/5/21)
- Volunteer Policy (7/7/21)

TRUSTEE COLLECTIONS, FUNDS AND BOARD ACTIVITIES


The J. V. Fletcher Library Trustees used Trust Funds to pay for various Staff memberships and

Development, the first Virtual celebration of Staff and Volunteers (instead of the annual Recognition Brunch), the removal of the Champion Black Oak (with much-appreciated assistance from the Highway Department), and materials, programming and grant support. The Board of Trustees continued to work with Consultant Barbara Alevras of Sage Consulting on the **Strategic Planning Process** for the next three-year Plan mandated by the Massachusetts Board of Library Commissioners (MBLC). During FY 2021 additional Focus Group activities and a Fall Community Survey were conducted prior to the Board of Library Trustee approval of the Strategic Plan, FY23 – FY25 and the Annual Action Plan in June 2021.


RECOGNITION

The Trustees would like to thank the wonderful Library Staff for once again enhancing and expanding programs, collections, formats and services. Staff and Volunteers were honored virtually this past year, instead of at the annual Recognition Brunch. While volunteers were not present in the Library during FY2021, we hope to welcome them back as safety permits. The Trustee Board honored the following Staff Anniversaries occurring between Jan. 1, 2020 and Dec. 31, 2020:


5 Years:

 *Joseph Burke; Charles Schweppe*


10 Years:

 *Nancy Boutet; Mayleen Kelley; Chantale Shepard*

20 Years:

 *Alla Brovina; Jacki Dibble; Kristina Leedberg; Carol McCahon; Holly Sheridan-Pritchard*

30 Years:

 *Virginia Moore*

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 2020 Fall Appeal
- Museum Passes & Reservation software
- Summer Reading, Holiday and Juvenile, Teen and Adult Programs
- Popular Bestseller Books and new downloadable formats
- Public Relations
- A successful Drive-through Book sale!
- Annual Membership Drive
- Underwriting of the new Library Website
- Joint work on the Library Foundation

Attachment: FY 2021 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 – now in a Virtual Format. Meetings are open to the public and residents are always welcome. An updated meeting schedule is maintained at the library website: westfordlibrary.org. The Trustees may be reached through this website and all library policies are available there for public viewing.