

# TRUSTEES OF THE J. V. FLETCHER LIBRARY

*Marianne Fleckner, Chair  
Lynn Clermont, Treasurer  
Buffie Diercks, Secretary  
Alisha Hillam  
Robert Price  
Glen Secor*

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 ended FY 22 waitlisted at number 5, in line for \$7.8 million in grant funding. On May 6 it became apparent that Westford would receive notification of this award one year early in July 2022. The Board appreciates the participation of the Permanent Town Building Committee and the Clean Energy and Sustainability Committee and 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 2022 GOALS

- A. In keeping with the initiatives of the Town and School Safety Task Force, the Board of Library Trustees will pursue safety, security and mental health support measures in the areas of:
1. Policy
  2. Procedure
  3. Emergency Response
  4. Mental Health collections and programs
  5. Vehicular and pedestrian traffic and safety upgrades on Library property, including:
    - a. 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 collaborate with the Friends of the J. V. Fletcher Library, Inc. in facilitating the launching of the J. V. Fletcher Library Foundation.
- C. The Board of Library Trustees, through the re-convened Facility Needs Committee, will work with the Permanent Town Building Committee to poise the municipality for the advancement and support of the Massachusetts Public Library Construction Project Grant, currently waitlisted at Number 5, and projected for a provisional grant award in the FY23-24 timeframe.
- D. In keeping with the initiatives of the Town Diversity, Equity and Inclusion Committee, the Board of Library Trustees will promote collection and programming initiatives which reflect the charge of this committee.
- E. In response to the COVID-19 environment and the extraordinary challenges to policy, services, staff, technology, facility and operations, the Board of Library Trustees will pursue measures which protect the Westford public, while promoting the service and outreach programs of the library.



## LIBRARY POLICIES, REVISED OR APPROVED

- Hotspots Loan Policy (11/1/21)
- Meeting Room Policy (11/1/21)
- Pandemic Policy (12/6/21)
- Museum Pass Policy (12/6/21)
- Policy on Naming and Recognition (2/7/22)
- Collection Development (4/4/22)
- Policy on Study Rooms and Tutorials (4/4/22)
- Code of Conduct (6/6/22)

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

The J. V. Fletcher Library Trustees used Trust Funds to pay for various Staff memberships and Development, the second Virtual celebration of Staff and Volunteers (instead of the annual Recognition Brunch), and materials, programming and grant support. The Trustees thank - all volunteers for their loyalty to the J. V. Fletcher Library as volunteer service hours returned cautiously (masked) over the year beginning with Friends Sorting and Book Sale volunteers. The Friends thanked a host of volunteers at their November Annual Meeting. As well, the Link to Literacy Initiative for ESL tutors continued off-site and virtual, as meeting rooms and tutorials rooms were converted to staff spaces for social distancing purposes.

## **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 again honored virtually this year, instead of at the annual Recognition Brunch. The Trustee Board honored the following staff for: 5 Years: Millet, Spadano; 10 Years: Fowler; 50 Years: Board and staff surprised Library Director Ellen Rainville with a party on the anniversary of her 50<sup>th</sup> date of hire, June 5, 2022. She was lured out of her office with the [manufactured] urgent alert that the front door wouldn't open.

## **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 2021 Fall Appeal Fund raising
- New (and former) Museum Passes
- Summer Reading, Holiday and Juvenile, Teen and Adult Programs
- Popular Bestseller Books and new downloadable formats
- Equipment and Furnishings
- Public Relations
- Creative Book sales – Outdoor Book Sale, All-Levels of the Library Book Sale and return to the traditional three-day Book Sale!
- Annual Membership Drive and Wishlist
- Joint work on the Library Foundation

*Attachment: FY 2022 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.