

# TRUSTEES OF THE J. V. FLETCHER LIBRARY

*This Annual Report is dedicated to retired Library Trustee Robert Price, dedicated Library Friend, Trustee and Library Foundation advocate.*

## LIBRARY EXPANSION GRANT

In January 2022, waitlisted Grant libraries received notice that they might receive their grant notification one year early. Acting on this possibility, \$10,000 was requested in Capital Funds for cost estimating to be voted on at the June 2022 Annual Town Meeting.

On May 6, 2022 the Commonwealth Executive Office of

Administration and Finance confirmed additional funds with the result that waitlisted libraries — including Westford -- received their grant notification one year early in July 2022. In order to present accurate and timely cost estimates to Fall Town Meeting, a *Reserve Fund Transfer Request* of \$20,465 for cost estimating was submitted and we thank the Finance Committee for approving this request. These funds were supplemented with an expenditure from the *J. V. Fletcher Library Trust Fund* of \$24,836 and a match from the *Library State Aid* account in the amount of \$11,164. Town voters approved the Library Project enthusiastically at the Special Town Meeting October 17, 2022, with the following vote results - Yes: 436, No: 141 and at the November 8 Local Ballot with these vote results Yes: 6620, No: 4212. The Board of Library Trustees thanks the Friends of the J. V. Fletcher Library for their incredible advocacy on behalf of Town Meeting and Ballot votes to support the Library Building Project and Grant, and to secure approval for this transformative community project.

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



## TRUSTEE FY 2023 GOALS

- I. Upon the awarding of a provisional grant notice from the Board of Library Commissioners, the Board of Library Trustees, Friends of the Library Board, Advocacy Committee and staff will work to secure two positive votes — at Special Town Meeting and on the local ballot — to approve the MPLCP grant prior to January 9, 2023.
- II. The Board of Library Trustees will collaborate with the Friends of the J. V. Fletcher Library, Inc. in launching the J. V. Fletcher Library Foundation to pursue fund raising on behalf of the Library Construction project.
- III. Board of Library Trustees liaisons and library staff will routinely meet and work with the Permanent Town Building Committee on Designer Selection and Design Development to advance the Massachusetts Public Library Construction Project.
- IV. 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:
  - a. Policy
  - b. Procedure
  - c. Emergency Response
  - d. Mental Health collections and programs
- V. In keeping with the initiatives of the *Town Diversity, Equity and Inclusion Committee*, the Board of Library Trustees will promote collection, display and programming initiatives which reflect the charge of this committee.



## **LIBRARY POLICIES, REVISED OR APPROVED**

- Customer Services Policy (7/11/22)
- The Freedom to Read Statement (7/11/22)
- Cell Phone Policy (11/7/22)
- Code of Conduct (2/6/23)
- Policy on Hate Speech (2/6/23)
- Policy on Program Attendance and Sponsorship (2/6/23)
- Library Conference Attendance (3/6/23)
- Staff/Attendee Program Ratio (5/1/23)
- Library CORI Policy (5/1/23)
- Guidelines for Interactions with Minors (5/1/23)
- Library Graphics/Signage/Poster/Banner/Decorative Flag/Button, etc. (5/1/23)
- Child Safety Policy (6/5/23)
- Network Transfer & ILL Policy (6/5/23)

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

The J. V. Fletcher Library Trustees used Trust Funds to pay for Staff memberships and development, virtual Staff and Volunteer Recognition, materials, grant support and — most importantly — cost estimating for the new library building. The Trustees thank our volunteers for their dedication to the J. V. Fletcher Library as volunteer service hours resumed beginning with Friends Sorting and Book Sale volunteers. The Friends thanked a host of Book Sale 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 and programming spaces for social distancing purposes. State Aid to Public Library funds were spent on:

- MVLC Membership [partial payment]
- Hotspot Subscriptions [portable circulating WiFi]
- Architects' Cost Estimating for the Library Building Project, *for which notification was received one year early*

## **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 all of the many programs that the Library offers. This past year Friends initiatives and support included:

- Fall 2022 Fall Appeal Fund raising
- Summer Reading Programs; Holiday Programs; Juvenile, Teen and Adult Programs
- Popular Bestseller Books
- October and June Book sales saw the highest sales ever, with a new Bag Sale offered on Sundays
- Annual Membership Drive
- Their incredible advocacy on behalf of Town Meeting and Ballot votes to support the Library Building Project and Grant
- Joint work on the Library Foundation for fund raising for the Library Building Project

## **RECOGNITION**

The Trustees would like to thank the wonderful Library Staff for once again enhancing and expanding programs, collections, and services – many of which met pre-Pandemic levels. Staff and Volunteers were again honored virtually this year, with the Trustee Board honoring the following staff for these significant anniversaries of service: 5 Years: Robert Otto; 10 Years: Lauren Evans; 25 Years: Ellen Apicco.

## **RECOGNITION OF LIBRARY TRUSTEE ROBERT PRICE**

Trustee Bob Price retired from the Board of Library Trustees, having served twenty-four (24) years as Library Trustee, preceded by twelve (12) years as Book Sale Co-Chair of the Friends of the J. V. Fletcher Library. During his Trustee tenure, Bob served on the:

- Branding Committee
- Expansion Committee
- Investment Committee
- Foundation Committee, and
- The Library Facility Needs Committee as Trustee representative – jointly with representatives from the Permanent Town Building Committee from 2014-2016

Bob held numerous Board offices and during his 24 years, saw multiple grants, library consultants, Strategic Plans as mandated by the state, and the Library Beautification Project spanning over five years. He attended every professional Library Trustee workshop and conference held by the *Massachusetts Library Trustee Association*, and all the regional annual Library Legislative Breakfasts. Meetings missed by Bob can be counted on one hand. We celebrate his dedicated service and we welcome new Trustee, Caroline Roache in his place.

### ***Attachment: FY 2023 Year-End Trust Fund Fiscal Report***

<p><i>Note:</i> 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: <a href="http://westfordlibrary.org">westfordlibrary.org</a>. The Trustees may be reached through this website and all library policies are available there for public viewing.</p>
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