

Westwood Board of Library Trustees
April 11, 2019
Westwood Public Library, Conference Room
660 High Street, Westwood, MA 8:30 pm

Chairman Fitzgerald called the meeting to order at 8:30 pm.
No recording devices present.

- In Attendance: Trustees: Paul Fitzgerald, Chair, Maureen VonEuw, Mary Masi-Phelps, Mary Beth Persons, Wendy Thornton and Jessica Cole
Library Staff: Tricia Perry, Director
- Approval of Minutes Minutes were approved as presented. A motion was made/seconded (Masi-Phelps, Thornton) to approve the Minutes from March 11, 2019. All present were in favor.
- Director's Report: Director Perry made note that the Friends of the Westwood Public Library were selected as one of this year's recipients of the Roy London Humanitarian Award. The Trustees and Director and several Library Staff were in attendance at the award ceremony held this evening at the First Parish Church. The Friends were proud and pleased to receive this much deserved award.
Director Perry reports that Staff is working with the Friends of the Library to plan the annual "staff appreciation" luncheon to be held Thursday, April 25th at 11:00am. There are several milestones to celebrate this year. Staff will be coordinating books and bookplates with the appropriate department heads. Jessie Turbayne will act as the contact for the Friends.
Building Update: Jim McCarthy, the town's Facilities Manager has been kept very busy at the Library the past few weeks addressing some specific building and equipment issues. Director Perry thanks him and the library staff for making accommodations that allowed the library to stay open while repairs were underway. The elevator and the ADA handicapped entry both required parts and service. An exterminator was called to address an ant issue and Jim has arranged for an ongoing annual preventive maintenance contract. Cox Engineering has been on site for scheduled preventive maintenance. Fafara Plumbing has addressed plumbing fixture concerns. One of the ceiling boards was taken down as a safety precaution and Jim is following up with Compass Project Management, Inc. who managed the ceiling re-installation. The lamps for the study tables have been received and an electrician will schedule installation.
Planning for Summer Programming is underway, and this year the theme is "Libraries Are Out of this World!". Three programs will be hosted again this year, targeting for a variety of ages, including adults, teens, and children. Summer Reading Champion signs will also be featured again.
- Islington Branch Update: Director Perry attended a second meeting with the project architect, Mr. McKay. He talked the group through a tentative plan.

Staffing Update: Director Perry reported that discussions are ongoing to review the status of the Teen Librarian position – looking at the possibility of extending the hours of the Teen Librarian position to a 35 hour (full time) for FY20.

Budget updates: Currently anticipate that salary expenditures will be lower than originally projected in FY19 budget due to the departure of the Part-Time Teen Librarian and changes in the custodial staff..

FY 19 and FY 20:

Approval of Acceptances and Expenditures: Chair Fitzgerald asked for a motion and a motion was made/seconded (Persons/Thornton). All present were in favor.

New Business: Director Perry informed the Board that the Town has received the second installment of FY19 State Aid to Libraries.

Trustees Cole and VonEuw updated the Board on the recent Friends of Westwood Library meeting. An overview of finances including Book Sale results were reported. Plans for the Annual Meeting May 8th were discussed. Of particular note was their plan for recruiting for open positions, including a new President and Vice President. A letter was shared which will be posted in a variety of media to make the public aware of the need and attract interested individuals.

Handouts: Trustees Agenda April 2019, Minutes 3/11/19, Trustees Acceptances and Expenditures April 11, 2019, Departmental Expenditures, Director's Report March 2019, Library Trustees Annual Report Document, Monthly Stats March 2019, Library Salary Projections, Westwood Library A to Z, Roy London Award Ceremony Letter, Green Engineer doc., Main Library Water Use, Financial articles 3.19.1, Memo from Fin. Comm., 3.25.19 Fin. Comm. pdf

Next Meeting: Monday, May 13, 2019 at 7:30 pm at the Main Library.

Adjournment: At 9:30 pm a motion was made/seconded (Thornton/Masi-Phelps). All present were in favor.