

**Westwood Board of Library Trustees**  
**May 13, 2019**  
**Westwood Public Library, Conference Room**  
**660 High Street, Westwood, MA 7:30 pm**

Chairman Fitzgerald called the meeting to order at 7:30 pm.  
No recording devices present.

In Attendance: Trustees: Paul Fitzgerald, Chair, Jessica Cole, Mary Masi-Phelps, Mary Beth Persons, Wendy Thornton and Maureen VonEuw  
Library Staff: Tricia Perry

A motion was made/seconded (Masi-Phelps, Persons) to postpone reorganization of the Board until June meeting as topic was not posted on the May agenda. All present were in favor. A second motion was made/seconded (Thornton, Masi-Phelps) to allow Board members to continue in serve in their current roles in the interim. All present were in favor.

Approval of Minutes: Minutes were accepted as amended. A motion was made/seconded (Thornton/Masi-Phelps) to approve the Minutes from April 11, 2019. All present were in favor.

Director's Report: Director Perry announced that Susan White will be retiring from the Westwood Public Library effective June 28th. Susan has been a member of the staff for 18 years, starting as an intern in 2001 - when she retired from Bank of Boston. We have been the lucky beneficiaries of that choice - as many of you have had the opportunity to experience first-hand Susan's love of laughter and sense of humor as you've worked with her throughout her library career. She will keep her hand in part time as a substitute and will also take time to travel, play bridge, and visit her friends. We thank her for all that she has done. She has brought so much joy and happiness to all those who work with her and to our Library patrons.

Director Perry reported that with the approval of Joan Courtney Murray (Director of Human Resources for the Town of Westwood), the position of Part-Time Library Assistant (Circulation Department) is being posted internally. If applications are not received internally the position will be reposted. Internal applications are due Friday, May 24th, this is a 14-19 hours, non-benefit eligible position.

Director Perry and staff would like to thank the three students (Maria Kontogiannis, Parsa Masomi, and Bonnie Liu) who participated in the Teen Mentor Program throughout the year. A special thank you to Maria who was also a teen mentor last year and is a graduating senior. There will be a cake to celebrate their accomplishments on Wednesday, May 22nd at 2:15.

Planning for Summer Programming is underway, and this year the theme is "Universe of Stories!". 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. A special event is planned for July 31st featuring "Mini Whinnies" - miniature ponies and bunnies (with the Sunny Rock 4H Group).

Director Perry reported that the Library has received a donation of seeds from the Bentley Seed Company (located in Cambridge, NY). The seeds are to

be shared with Library patrons, asking that they try to harvest some of their seeds for a "seed swap" next year.

Friends of Westwood Public Library Update:	The Friends of the Library hosted author Juliette Fay on Wednesday, May 8th and also conducted the business of their annual meeting. Tina Bronkhorst has been elected President and Megan McCarthy-Schmitz has taken on the role of Vice President. The Friends next meeting is June 10th at 9:00 am.
Budget FY 19 Close:	Director Perry reports that we are on track for the budget.
Islington Branch Library - Update:	No new information at this time.
Teen Librarian Position:	The board discussed the issues around the Teen Librarian Position and the need to provide programming and services for the middle school and teen population. There have been increased incidents of concern. The Teen Librarian would coordinate with the schools to assist students with references and resources for curriculum related work.
Buildings and Grounds - Update:	Director Perry reported that there had been an issue with one of the ceiling boards. The Cheviot Corporation representative was in the Library on Thursday, May 9th to inspect all of the ceiling boards and to undertake remediation of any potential areas of concern. Study lamps have been installed and are operating. The Ver-Tex shades continue to be discussed with the company to determine if a resolution might be reached for the inoperable "bottom-up" triangular shades. Jim McCarthy is monitoring the situation as well and Ver-Tex has promised a response in terms of "next steps".
Approval of Acceptances and Expenditures:	Chair Fitzgerald asked for a motion and a motion was made/seconded(Thornton/Masi-Phelps). All present were in favor.
Trustee Meetings - Schedule for FY 20:	Not addressed.
New Business:	There is an additional publication from the Library for inclusion in the town's New Resident Packet.
Handouts:	Trustees Agenda 5/19, Minutes 4/11/19, Acceptances and Expenditures, Departmental Expenditures, Director's Report May 2019, Monthly Stats April 2019, Teen Librarian Letters from Staff, Request Letters re: Teen Librarian, Teen Librarian Spreadsheet
Next Meeting:	Monday, June 10, 2019 at 7:30 pm at the Main Library.
Adjournment:	At 8:45 pm a motion was made/seconded (Masi-Phelps/Thornton). All present were in favor.