

Westwood Board of Library Trustees
March 11, 2019
Westwood Public Library, Meeting Room
660 High Street, Westwood, MA 7:30 pm

Ms. Von Euw called the meeting to order at 7:31pm
There were no recording devices present.

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

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

Town of Westwood Comprehensive Plan - Library Report for the Long Range Steering Committee - Public Facilities Ms. Perry recently met with Mr. Viti, Ms.Masi-Phelps and Ms. Persons to review the Library Report for the Comprehensive Plan. The Trustees approved the report and will send it to Mr. Viti.

Director's Report: Recruiting for the Teen Library position continues. Ms. Perry, Lizzy McGovern and Molly Riportella are involved in the interview process. Mr. Jaillet will conduct final interviews should a successful candidate be identified.
The Friends of the Library Book Sale Committee sent approximately 60 books to the Bagley Library in Iowa.
Ms. Perry has nominated the Friends of the Westwood Library for the Roy London Humanitarian Award. The FOL has 30 organizations that they donate books to and fundraise to support many of the free programs for all at the Library.
The Library now has 5 Book Club Kits which include 5 books and a discussion guide.
Islington Update: The town has hired architect, Mike McKay for the Wentworth Hall Renovation and the YFS addition design in Islington. Ms. Perry will meet with him later this week. The Islington Library is starting to plan and prepare for the move. They will begin RFID tagging of all collections and continue to weed. Older collections at the Branch are currently not tagged; going forward all books will be RFID tagged. Ms. Perry, June and Ms. Connors have started to discuss electronic needs for the Branch.

Budget Updates - FY19 and FY20 Ms. Perry reported that the budget is tracking well, due to vacancy in Teen Librarian position and other staff changes.

Approval and Acceptances and Expenditures:

Ms. Von Euw asked for a motion and a motion was made/seconded to approve acceptances and expenditures. (Persons/Masi-Phelps). All Library Trustees were in favor. The Trustees had a discussion on the significant funding provided by the Friends for Library programs, including their support for the upcoming Summer Reading Programs.

New Business:

Ms. Perry announced that the annual Staff Recognition Luncheon will take place on April 25th. The following employees will be recognized: Helen Rezendes: 35 years, Kathy Rose: 25 Years, Terry Duane: 15 years, Suzie Canale: 5 years, Andrea Varkas: 5 years, Linda Skerry: 5 years and Tricia Perry: 5 years. Ms. Perry was asked to present at *The Story of a Building* in Stoughton at the recently renovated Library, which opened on March 12th. *The Story of a Building* is typically focused on school building projects, but this year the Stoughton Public Library will be highlighted. Ms. Perry will be joined by former Library Director, Mr. Viti, to discuss "lessons learned" and operation and maintenance of the Westwood Public Library. The Westwood Media Center, will be filming a video about the A to Z's of the Westwood Library, the staff is currently brainstorming the letters of the alphabet in the Library. Ms. Perry showed the Trustees the updated logo for the Westwood Library, which will feature multi-colored books and a darker gray font. The Friends of the Library are advertising for a President and Vice President. They will use free advertising first but in a few weeks will pay for advertising. The Spring Book Sale will take place March 14, 15 & 16.

Handouts:

Agenda, Minutes 3/11/2019, Director's Report - March 2019, Departmental Expenditure Report, Library Trustees Acceptances & Expenditures, Remote Participation Policy, Memo - Revisions on the Remote Participation Policy, Request Form - Remote Participation Policy, Monthly Stats Feb 2019, Roy London Nomination - FOL, Library Facilities Information

Adjournment:

At 8:39 Ms. Von Euw asked for a motion to adjourn and a motion was made/seconded (Masi-Phelps/Thornton). All Library Trustees were in favor and approved unanimously.