

**Westwood Board of Library Trustees**  
**May 14, 2018**  
**Westwood Public Library, Meeting Room**  
**660 High Street, Westwood, MA 7:30 pm**

Mr. Fitzgerald called the meeting to order at 7:39pm.

- In Attendance: Trustees: Paul Fitzgerald, Chair, Mary Masi-Phelps, Mary Beth Persons, Maureen VonEuw, Wendy Thornton and Jessica Cole  
Library Staff: Tricia Perry, Director
- Approval of Minutes: Minutes were accepted as amended.  
A motion was made/seconded (Masi-Phelps/Persons) to approve the Minutes from April 9, 2018. All were in favor.
- Director's Report: Ms. Perry mentioned the Staff Recognition Luncheon which will take place on May 24th, and will be hosted by the Friends of the Library. Homebound Delivery Program rolled out.  
The Summer Reading Program will begin in early June with the school visits by the children's librarians.
- Budget Update: Ms. Perry said that the Budget is on track. The schedule will be adjusting next week (from Memorial Day through Labor Day) when the Library is closed on Sundays.
- Islington Update  
Trustee Review and  
Consideration of Final  
Development  
Proposal: The Islington Redevelopment Proposal has been reviewed and has received formal endorsement from the Finance Committee, Planning Board, Youth and Family Services, the Recreation Department, and the Library Trustees. The Trustees will be prepared to respond at Town Meeting on May 30, 2018.  
Action Taken:  
A motion was made/seconded (Masi-Phelps/Thornton) to unanimously and enthusiastically endorse the Islington Project as proposed. All were in favor.
- Library 5th Birthday  
Celebration Planning  
Update: Ms. Persons reported that the committee is hard at work. Ms. Perry showed us the 5th Birthday Logo that was designed by Jennifer Stark. The Logo will go on everything for the September 15th celebration from 12-3pm at the Main Library. The 21st Century Fund approved the budget for the event which will include a singer, mini golf, food, balloons and lots of festivities. Westwood Media Center will attend to record the event. "Save the Date" invitations will go out via the upcoming school visits by our children's librarians, social media, Westwood Wire and the local newspapers.
- 21st Century Fund –  
fill Trustee Vacancy: A motion was made/seconded (Masi-Phelps/Thornton) to approve the nomination of Mr. Fitzgerald to fill the Trustee Vacancy on the 21st Century Fund.  
All were in favor.

Internet Use Policy (updated): Ms. Perry and staff saw a need to update the Internet Policy that was last done in 2000. A draft was prepared by Ms. Perry. Trustees would like Mike McCusker, Town Counsel, to look it over. Ms. Perry will look into suggested changes and the Trustees will be asked to formally adopt the Internet Use Policy at their June meeting.

Approval of Acceptances and Expenditures: Acceptances & Expenditures:  
Mr. Fitzgerald asked for a motion and a motion was made/seconded (Thornton/VonEuw) all were in favor.

New Business: At the next meeting we will reorganize as a Board.

Next Meeting: June 11, 2018

Handouts: Agenda, Minutes 4/9/2018, Library Trustees Acceptances & Expenditures, Approved Architectural Design Plan Set, Approved Site Plans Islington Center, Decision-Islington Center Redevelopment RFP, Departmental Expenditure Report, Director's Report May 2018, Info Session Flyer, Monthly Stats April 2018, Westwood Public Library Internet Access Policy 2018, Westwood Public Library Internet Policy 2000

Adjournment: At 8:34pm a motion was made/seconded (Thornton/VonEuw) all approved unanimously.

Respectfully  
Submitted:  
Jessica Cole