

Westwood Board of Library Trustees
February 12, 2018
Venue: Westwood Public Library, Meeting Room
660 High Street, Westwood, MA 02090

Mr. Fitzgerald called the meeting to order at 7:31pm

In Attendance: Trustees: Paul Fitzgerald, Chair, Wendy Thornton, Mary Masi-Phelps, Mary Beth Persons, Maureen VonEuw and Jessica Cole
Library Staff: Tricia Perry, Director, and Kristy Pasquariello, Children's Librarian

Approval of Minutes: A motion was made/seconded (Thornton/Masi-Phelps) to approve the Minutes as amended from January 8, 2018. All voted in favor.

Introduction of new Children's Librarian: Kristy Pasquariello: Ms. Perry introduced Kristy Pasquariello, who will start on February 26th.

Director's Report Ms. Perry attended a Women's Meeting consisting of Town Managers and assorted town staff. A book review was done on the book, Thrive about best practices and how to manage time. Harry Potter Night was a huge success. Ms. Perry received a few thank you notes and shared them at the meeting. The punch list for lighting issues dating back to the ceiling replacement project has been completed. Ms. Perry and the Trustees extend special thanks to Tom Philbin, Jim McCarthy and Kevin Craven for their continuing oversight to ensure the work was completed. The Sierra integrated library automation system is now available for staff to use as a "Pop Up Library" to offer remote library services. Patrons will be able to check out books or register for a library card.

Islington Center Redevelopment Update: The Planning Board will meet on February 13th. The Trustees will continue to discuss the Branch at the March and April meetings in preparation for Town Meeting on May 7th.

FY17 & FY18 Budget Updates The proposed Library budget being brought forth to the Town includes one additional part-time position for a teen librarian, with adjustments to some operating expenses (e.g., copying) to help offset the added line item. It maintains services at the main library and the Islington branch library. Trustees will have a presence at upcoming Fin Com meetings where the budget will be reviewed and discussed. The Islington Project is an opportunity to reimagine the Branch and potentially address some of the building's repair and long term maintenance needs.

Ames Free Library and Queset House in Easton, MA:

Director Perry, Ms. Thornton, Ms. Connors, Branch Librarian, Ms. Von Euw and Ms. Cole visited the Ames Free Library in Easton, MA and the Queset House which is part of the Library property on 1/29. The trip was to give ideas on how we may use the space at the Branch and possibly also the main library.

Project SET: Skills, Empowerment and Talent (MLS Letter re: Lizzy McGovern):

Ms. Perry received a letter from Project SET congratulating Lizzy McGovern on successfully completing their challenging course.

Homebound Delivery Service-Library Policy:

The Trustees discussed the proposed Homebound Delivery Service, which is to be offered in conjunction with the Council on Aging and implemented first with Meals on Wheels recipients. Ms. Perry will look into insurance and liability concerns for the Trustees' continued review and discussion in March.

Approval of Acceptances and Expenditures:

Acceptances & Expenditures:
Mr. Fitzgerald asked for a motion and a motion was made/seconded (Masi-Phelps/Thornton). All voted in favor.

New Business:

The 5th Birthday Celebration committee had their first meeting. September 15 was chosen for a party to celebrate the anniversary of the Library dedication, with the Birthday theme continued through the year. A Save the Date will be sent out. Ms. Perry is researching options to design logos for the Library and the 5th Birthday Celebration.

Handouts:

Agenda, Minutes 1/9/2018, Director's Report, Monthly Stats January 2018, Departmental Expenditure Report, Trustees Accept and Expend Reports, Proposed FY2019 Departmental Salary/Expense Budgets, FY19 Proposed Overall Budget, FY19 Municipal Budget Detail, Homebound Service Policy 2018, Homebound Delivery Enrollment Form, FY19 Approved Capital

Adjournment:

At 8:58pm a motion was made/seconded (Masi-Phelps/Persons) and approved unanimously.

Respectfully Submitted:
Jessica Cole