

Westwood Board of Library Trustees
November 5, 2018
Westwood Public Library
660 High Street, Westwood, MA 7:30 pm

Chairman Fitzgerald called the meeting to order at 7:30 pm.

In Attendance: Trustees: Paul Fitzgerald, Chair, Mary Masi-Phelps, Mary Beth Persons, Wendy Thornton, Maureen VonEuw and Jessica Cole
Library Staff: Tricia Perry, Director, Karen Gallagher, Head of Circulation Services

Approval of Minutes: Minutes were approved as presented. A motion was made/seconded (Masi-Phelps, Persons) to approve the Minutes from October 15, 2018. All were in favor

Reports from Library Departments: Karen Gallagher - Head of Circulation Services
Ms. Gallagher noted that the new Self Checkout stations are a wonderful addition to the Library. Patrons are pleased with the speed and accuracy of the system, as well as the payment options for late fees and replacements. The recommended reading feature, which provides up to 3 suggestions, is very popular. She reported that the Library's 15 WIFI Hotspots have circulated 297 times in the past year. 1286 Museum passes have been reserved so far this year, as well as 24 Boston Harbor Cruises with that pass. New passes include the Discovery Museum, Mapparium, and Boston Wax Museum. A Winter Skate pass for Patriot's Place will be added. There have been 685 New Patron Library Card applications so far this year. This includes 27 for University Station and 122 non-residents. Homebound delivery service is currently delivering to 6 Westwood residents and may increase in winter months. An MLS Delivery survey conducted for the week of October 15th to 19th indicated 1322 items requested with 72 bins delivered and 63 bins sent out. The Library currently provides 8 active Institutional Cards in the community. The Thurston Middle School for example requests 300 to 400 items per year. Ms. Gallagher shared that there are currently 6 active Book Clubs. Multiple copies of books are requested for Programs/ Author visits/ Displays and Popular Books. 3,332 books have been requested from displays and 314 from Book Buzz. The Volunteer/Mentor program continues on Wednesdays and Fridays. The Library of Things continues to add items, most recently a film or slide to DVD converter. The Circulation Staff continues to promote Reader's Advisory/Information.

Mr. Fitzgerald thanked Ms. Gallagher for her dedication, creativity, and continued hard work.

Director's Report: Ms. Perry reported that the Teen Librarian position has been re-advertised as a 24 hour benefit eligible position. Police Chief Silva provided the library staff with an overview of safety protocols at an October 25th meeting. A future meeting with Fire Chief John Deckers will be set up after the town has completed safety assessments for all the schools and municipal buildings.
The Westwood Municipal Staff have partnered with the Brigham and Women's Health Center in Westwood for a health challenge initiative. The Library Team Name is Storywalkers. Claire Connors is Team Captain with members Tricia Perry, Andrea Vargas, Joyce Levine, Caroline Tighe, Molly Riportella, and Lizzy McGovern. Team member's steps for the week will be collected and tallied for the team. Team members will use a pedometer courtesy of Brigham and

Women's Health Center - Westwood. There will be recognition for the team with highest average steps weekly and at the end of the campaign which will run from 10/29-11/30. Read Next, the new reader's advisory service, pairing readers with hand-selected reading options from library staff is in its first month. 32 Library patrons registered initially and there are now 10 additional registrations already in hand. Several staff are participating as selectors, including Lizzy McGovern, Molly Riportella, Kristy Pasquariello, Caroline Tighe, and Tricia Perry. If interested please contact Lizzy McGovern at ehmcgovern@minlib.net or Molly Riportella at mriportella@minlib.net.

The Westwood Players', "Julie B. Jones the Musical" is a free community event that the Library is co-hosting with the Westwood Players. Due to unexpected interest, a ticketed option was used. Tickets were free but had to be reserved in advance. Tickets were made available Nov. 1 and were sold out in 2 hours. The 1 hour musical will play November 15th at 6:30, November 16th at 4:30, and November 17th at 11:30, with a talk-back at the end of each performance for questions of the cast and crew.

Westwood reads 2019 is in the planning process. January 15th is the 100th anniversary of the Boston Molasses Flood. Several related books have been chosen geared to a variety of Library patrons. Stephen Puleo's book "Dark Tide" will be paired with a teen read, "Joshua's Song" by Joan Hiatt Harlow. For younger readers, "Molasses Flood" by Blair Lent will be highlighted. Stephen Puleo will be at the Library on Friday, January 25th to talk about a book. Additional programming is being planned.

Budget Update:
(FY20 Budget
Draft)

Mr. Fitzgerald asked for a motion to approve the proposed Library FY20 Budget. A motion was made/seconded (Thornton/Masi-Phelps). All were in favor.

Potential 21st
Century Fund
Event:

Mary Masi-Phelps reported that the 21st Century Fund Board met on October 24th for the Annual Meeting which included board reorganization. Director Perry provided the board with an overview of Westwood Reads and there was discussion regarding this potential event.

Teen Librarian
Position - Status
Update

Director Perry shared that applications continue to be accepted but there is nothing new to report yet.

Approval of
Expenditures and
Acceptances:

Mr. Fitzgerald asked for a motion and a motion was made/seconded (Persons/Masi-Phelps). All were in favor.

Handouts:

Agenda, Minutes 10/15/18, Circulation Services Report, Director's Report November 2018, Monthly Stats October 2018, Library FY20 Budget, Library Trustees Acceptances and Expenditures, Departmental Expenditures Report

Next Meeting:

Monday, December 10, 2018 at 7:30 pm at the Main Library.

Adjournment:

At 8:50pm a motion was made/seconded (Thornton/Cole) to adjourn. All were in favor.