

Westwood Board of Library Trustees

October 15, 2018

Westwood Public Library, Islington Branch

280 Washington 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, June Tulikangas, Head of Technology/Technical Services, Claire Connors, Head of Branch Library Services
Approval of Minutes:	Minutes were approved as presented. A motion was made/seconded (Masi-Phelps/Thornton) to approve the Minutes from September 12, 2018. All were in favor.
Reports from Library Departments:	June Tulikangas, Head of Technology/Technical Services: Ms. Tulikangas expressed appreciation for the new automated self checks at the Main Library, which are very popular with patrons and staff. Technical services is updating changes in ordering audio visual. New items are added to the Library of Things (ie: hotspots, slide/film converter) as needed. Most staff have acclimated to the online scheduling program. Twenty new pcs, including laptops and desktops have been set up, including a poster printer. Ms. Tulikangas shared that there may be a possible Minuteman project on digital projects in libraries in near future. She updated concerns around cable services and needs at the Branch. Claire Connors, Head of Branch Library Services: Ms. Connors reported that Caitlyn Moore has started as the Islington Branch Library Assistant. She is enthusiastic and is guiding a new Teen YA Book Group. Ms. Connors shared that the Branch has a terrific group of dedicated volunteers who provide essential support to Branch programs. The Branch Summer Reading Program was a terrific success. Finding "Pete the Cat" was particularly popular. Ms. Connors discussed ongoing and new programs, including Knitting for Teens which has garnered quite a bit of interest.
Director's Report:	Ms. Perry reported that the Teen Librarian position will now be posted as an approved 24 Hour position. The Library Department Heads met with the new Middle School Principal, Michael Redmon and the Assistant Middle School Principal, Matthew Kuklenz. Following the meeting Principal Redmon included a message from the Library Director and staff, regarding awareness of behavior

	<p>expectations, in the Middle School’s weekly email update.</p> <p>Ms. Perry shared that the two new automated self-checks installed at the Main Library are very popular.</p> <p>The Travel and Testing/Educational Resources collections have been completely updated over the past year.</p> <p>New Library passes now include The Mary Baker Eddy Mapparium in the Back Bay and The Discovery Museum in Acton.</p> <p>Ms. Perry thanked local Westwood resident Tom Bean, operator/ owner of The Bean Landscaping Company, for the beautiful library landscaping this year.</p> <p>The new Reader’s Advisory service, Read Next, will provide readers with hand selected reading options from library staff.</p> <p>Homebound delivery is ongoing, with opportunity for resident participation as well as for volunteers.</p> <p>Ms. Perry shared that the Teen Scene Mentor program is underway again the fall. The Library is collaborating with the Dept. of Youth and Family Services for this program which has 6 Teen Mentors who have signed up to be involved on Early Release Wednesdays and Fridays.</p> <p>The Library has been selected to participate in Petal It Forward Day by Exotic Flowers (Rick Canale) on October 24th. Rick and his staff will hand out bouquets that morning and will donate 40 bouquets for staff to hand out to random patrons throughout the day at the Main Library and Islington Branch.</p> <p>A Volunteer Appreciation Luncheon is scheduled for Thursday October 18th from 11-12:30.</p> <p>Friends of the Library Fall Book Sale will take place from October 18th the 20th.</p>
<p>FY 19 Budget Update:</p>	<p>Budget is on target and we are in good shape.</p>
<p>MBLC - ARIS and Financial Reports (submitted-100% compliance):</p>	<p>Director Perry provided the Board with a copy of the Annual Report Information Survey and Financial Report submitted to the MA Board of Library Commissioners with 100% compliance.</p>
<p>Islington Update:</p>	<p>Demolition will soon begin, starting with the building formerly housing the barbershop. The possibility of inviting the project architect and Nora Loughnane to come to a future meeting for an update was discussed.</p>
<p>Library 5th Birthday Celebration/21st Century</p>	<p>MaryBeth Persons updated the board on the Library Birthday Party.</p>

Fund Update:	Mary Masi-Phelps updated the board on the 21st Century Fund regarding updating a form for grant requests, looking for ways to contribute and continue to be in the public eye perhaps through a One Read Program.
Library - Chief Silva to address Safety/Security at upcoming staff meeting:	Chief Silvia will address the library staff October 25th regarding Safety and Security procedures.
Teen Librarian Position - Status Update:	With the approval of the 24 hour position Ms. Perry will move forward with posting and filling the Teen Library Position.
Update - Finance Committee Meeting re: library trends	Ms. Perry provided the board with a summary of the update she provided upon request to the Finance Committee regarding current library trends. The board discussed the request and the trustees are willing to educate the Finance Committee about the Library at any time.
Approval of Acceptances and Expenditures:	Mr. Fitzgerald asked for a motion and a motion was made/seconded (Persons/Thornton). All were in favor.
New Business:	Library Logo: Mr. Fitzgerald asked for a motion to go up to \$1,200.00 to design a new logo for the Library. A motion was made/seconded (Thornton/Masi-Phelps). All were in favor.
Handouts:	Agenda, Minutes 9/12/18, Director's Report October 2018, June Tulikangas Report, Claire Connors Report, Monthly Stats September 2018, Westwood Public Library Update for Finance Committee, Library Trustees Acceptances and Expenditures, Departmental Expenditures Report, Teen Librarian Memo to Board of Selectmen, Professional Teen Librarian Modification to 24 Hours, Response to Email complaint re: Jerry Thornton
Next Meeting:	Monday, November 5, 2018 at 7:30 pm at the Main Library.
Adjournment:	At 8:47pm a motion was made/seconded (Masi-Phelps, Thornton) to adjourn. All were in favor.