

Westwood Board of Library Trustees
February 23, 2017 Minutes

<u>Venue:</u>	Westwood Public Library
<u>Time:</u>	7:30pm- No recording devices
<u>In Attendance:</u>	Trustees: Amy Rands, Mary Masi-Phelps, Mary Beth Persons, Wendy Thornton and Paul Fitzgerald Library Staff: Tricia Perry
<u>Minutes:</u>	Minutes from the January 9, 2017 meeting were accepted as presented
<u>Director's Report:</u>	New library passes to the Fuller Craft Museum. The library is working in collaboration with the Westwood Youth and Family to provide high school mentors for the teen room on certain days of the week. Adult program continues to expand with many new and recurring topics. The children's department had a very successful 2nd annual Harry Potter Book night with over 300 participants! The library's reclassification and compensation study has been completed with 2 library positions being reclassified and an hourly wage adjustment for substitute librarians and substitute library assistants. Tricia is working with Joan Courtney Murray to determine best options to cover upcoming maternity leave for a staff member.
<u>Islington Center Redevelopment-update:</u>	The Islington Center Task Force (ICTF) continued to review and discuss six proposed options provided by the developer. Task Force members will be asked to vote for an option at their next meeting which is scheduled for March 22 nd .
<u>Capital Needs Assessment:</u>	The Capital Needs Assessment was presented and reviewed regarding the care and upkeep of the Islington library branch.
<u>FY17 & FY18 Budget:</u>	FY17 budget is on track; Tricia Perry and Amy Rands will meet with the FinCom subcommittee to preliminarily review the FY18 budget on March 1st at 7:30am
<u>Proposal for purchase of equipment:</u>	The board unanimously voted for additional A/V shelving and mobile reference desk; Request for the new Bibliotheca Self-Check Station with Credit Card Payment Option is on hold for further discussion with the 21st Century foundation.
<u>21st Century Foundation:</u>	Talks will continue regarding doing public outreach at the next 21st Century meeting in April.
<u>Behavior Policy:</u>	A draft was presented and reviewed for the new Behavior Policy at the library. Behavior Policy will be discussed further and will be voted on by

	the Board at a future meeting.
<u>Approval and Acceptances and Expenditures:</u>	Trustees voted to expend and accept funds as presented.
<u>New Business:</u>	Bridges by EPOCH is hosting a gallery opening and memory cafe.
<u>Next Meeting:</u>	Monday, March 13, 2017 at 7:30pm in the conference room at the Mail Library
<u>Handouts:</u>	Agenda, Minutes from 1/9/17, Departmental Expenditure Report, Trustees Accept and Expend Reports, Monthly Sats Review, Equipment Purchases Proposal, Bibliotheca Self-Check information, Reference Table Quote, Bibliotheca Self-Check Quote, Shelving Parts Quote, Library Response to Fin Comm questions regarding FY18 budget, Behavior Policy Draft, Westwood Public Library Timeline for Strategic Plan 2017-2021.

Respectfully submitted,
Wendy Thornton