

**Westwood Board of Library Trustees
November 7, 2017**

**Venue: Westwood Public Library, Staff Room 2nd floor
660 High Street**

Mr. Fitzgerald called the meeting to order at 7:40 p.m

In Attendance: Trustees: Paul Fitzgerald, Chair, Wendy Thornton, Mary Beth Persons, Maureen VonEuw and Jessica Cole
Library Staff: Tricia Perry, Director
Absent: Mary Masi-Phelps

New Open Meeting Law Regulations from the Attorney General's Office: Certificate of receipt of Open Meeting Law materials was signed by all in attendance.
Ms. Perry will send them to the Town Clerk's office.

Approval of Minutes: A motion was made/seconded (Persons/Thornton) to approve the Minutes from October 2, 2017, all approved unanimously.

Friends of the Library: The Friends of the Library Book Sale was successful making \$3283.91 in sales. The Friends will also be sending books left over from the sale to Houston. On a sad note, Myrna Brasie was injured in a car accident, A motion was made/seconded (Thornton/VonEuw) to send out well wishes. Ms. Perry will send her a card.
Next meeting of the Friends is December 11, 2017.

FY2019 Budget Submission Documents: Pam Dukeman has stated that there are no new positions in the budget. Ms. Perry has submitted a letter to the Selectmen and has requested a Teen Librarian. Part-time with 15-19 hours, someone with a MLS, or finishing up their MLS.
There are a few areas where the budget has increased. 1. Printing. The IT budget will cover \$5000 and anything above that amount will be covered by the Library. To control the cost, the Library is leasing a color copier for 3 years. Services and toner are covered under the lease and the public will have access to color copies as well. 2. Vacation and Sick Time budget line has also been increased to account for actual hours projected. Ms. Perry is comfortable with the numbers projected.
The Trustees are in approval of Ms. Perry's suggestions to the Town. Mr. Fitzgerald asked for a motion to made to reaffirm our support of Ms. Perry and motion was made/seconded (Persons/Thornton). All were in favor.

Action Plan FY19: Ms. Perry has met with all of the Department Heads and handed out copies of the draft to the Library Trustees in attendance. On November 21, 2017, Ms. Perry will send out an email reminder to the Library Trustees to make any comments on the Action Plan FY2019. Plan is due to MBLC on or before December 1, 2017.

Director's Report: Capturing Nature in Westwood Art Exhibit is on display at the library through the month of November. The art was created by local artists, and high school and middle school students.
Lizzy McGovern was nominated to do a Project (Skills, Empowerment

and Emerging Talent) sponsored by the Massachusetts Library System. Lizzy participated in 6 training workshops and this week Lizzy presented a five minute presentation at the MLS Annual Conference. Her work for the project resulted in great feedback and insights.

Staff Training

Marketing Workshop, staff will create a working group for Westwood Public Library Publicity and PR. Create a “brand” with templates to add to all brochures, bookmarks, etc.

5 staff members will be taking a Customer Service Program at the Newton Public Library.

VolunTeen Program has been very successful with all of the 20 spots full. They all have Adopted a Shelf and the hope is that they will become part of a Teen Advisory Board.

Approval of Acceptances and Expenditures:

Mr. Fitzgerald asked for a motion and motion was made/seconded (Thornton/Persons) all others were in favor.

New Business:

Ms. Perry received 2 lovely Thank You notes. Note 1 came from a grandmother who had wonderful things to say about Jenny Durant and her program at the Islington Branch. Note 2 was from the Norwood Evening Garden Club thanking the Library for hosting their weekend event in October.

Islington Branch: Should we know more information to justify retention of branch services. Possibly capture more data, start a campaign, “What do you love about the Branch?”

Next Meeting:

December 11, 2017
Westwood Public Library
660 High Street

Handouts

Agenda, Minutes from 10/2/17, 2017 Open Meeting Law Guide, Certificate of Receipt of Open Meeting Law Materials, Explanation for the Attorney General’s Revisions to the Open Meeting Law Regulations, New OML Regulations, OML Complaint Form, Open Meeting Law, G.L. c.30A, 18-25, Public Body Checklist for Posting a Meeting Notice, Public Body Checklist for Creating and Approving Meeting Minutes, Updated Public Notice Posting Request, 610 Library 2019, 2019 Budget Letter, Library FY19 Budget, Director’s Report, Library Fact Sheet FY2017, Monthly Stats October 2017, Departmental Expenditure Report, Trustees Accept and Expend Reports, Action Plan FY19-Draft

At 8:43 a motion to adjourn was made/seconded (VonEuw/Thornton) and approved unanimously.

Respectfully submitted:
Jessica Cole