

Westwood Board of Library Trustees

September 11, 2017 Minutes

Venue: Islington Branch Library

Time: 7:30pm - no recording devices

- In Attendance: Trustees: Paul Fitzgerald, Jessica Cole, Mary Masi-Phelps, Wendy Thornton, Mary Beth Persons and Maureen VonEuw
Library Staff: Tricia Perry
- Minutes: Minutes from 6/14/2017 meeting were accepted as amended.
- 21st Century Fund: An article was submitted to the Town Newsletter explaining what the Fund does and identifying grants made by the Fund. A photo of the 21st Century Fund board members and grant recipients accompanied the article. Eric Gutterson will be giving a presentation of the 21st Century Fund at an upcoming program. The Fund will be collaborating with the Friends of the Library to discuss programming ideas for the Library's upcoming 5th anniversary (which is in July 2018).
- Colburn School Display: A Memorandum of Agreement for the Colburn School Display will be drafted, and after review by Town Counsel and the Town Administrator, will be presented for signature to the Board of Selectmen, Westwood Historical Commission and Library Trustees.
- Friends of the Library: The Newsletter is all set for delivery in early October. Friends Book Sale October 12,13 & 14.
- Director's Report: Summer Reading was a big hit. Well over 200 Champion Readers in town. WiFi Hotspots were very popular so the library has ordered 5 more for a total of 10. Molly Riportella is returning on October 18th. Volunteer Appreciation Party will take place on September 28th.
- Capital Requests for FY19: Two capital requests have been submitted to Pam Dukeman for FY19. Trustees requested additional information about impact to continued operating costs for self-check machines. Potential 3rd request identifying capital repairs needed for the Islington Branch Library was discussed.

Trustees will make time in Oct and Nov to discuss capital assessment of Islington.

Signage/Shades:

Window shades were requested by Molly Riportella and Lizzy McGovern to respond to privacy concerns and have been ordered. New signage for the Children's Room was also requested and approved.

Approval of
Acceptances and
Expenditures:

Trustees voted to expend and accept funds as presented.

New Business:

Tricia Perry asked Trustees if we could waive fines in October if patrons come in with a donation for the Westwood Food Pantry or items for Circle of Hope (sundries, new underwear and socks). Trustees approved.

Next Meeting:

October 2, 2017

Handouts:

Agenda, Minutes from 6/14/17, Director's Report, Departmental Expenditure Report,
Trustees Accept and Expend Reports, Memorandum of Agreement, Colburn Display Contract, Colburn Display Purchase Order, Signage Proposal, Signage receipt, Trustees Contact Sheet, Adult Events-Sept/Oct, Children's Fall Events, Islington Fall Events, August Stats, Poetry Circle flier, FY19 Capital Budget Request, Copy of FY19 Scapform, FY18 ARIS updated, Outlets Form FY2018

Respectfully
submitted:

Jessica Cole