

## ***Westwood Board of Library Trustees***

June 14, 2017 Minutes

Venue: Westwood Public Library

Time: 7:30pm- no recording devices

- In Attendance: Trustees: Paul Fitzgerald, Jessica Cole, Mary Masi-Phelps, Wendy Thornton and Maureen Von Euw  
Library Staff: Tricia Perry and Molly Riportella  
Westwood Historical Commission: Nancy Donahue
- Minutes: Minutes from 5/8/2017 meeting were accepted as amended.
- Colburn School Display: Nancy Donahue from the Westwood Historical Commission presented information and detailed plans for the Colburn School Display and let us know that she met with Mike Jaillet and the Permanent Building Committee (PBC).. The PBC approved their request of \$39,520.60 with some additional monies approved as contingency funds. Next steps for Nancy include following up with Mike Jaillet regarding bidding issues, and following up with the designer Helen Riegel who will supply a more detailed timeline and ensure that the designs are ADA compliant.
- New Business: Molly Riportella reported on her trip to NYC for the Library Journal Day of Dialog and Book Expo with Lizzy McGovern. A library conference in an intimate setting where they spoke to authors, did networking and went to presentations on how to talk to patrons by editors and publishers. The Book Expo is the largest book trade show which included new authors, autographing events and programs for librarians. Molly and Lizzie's takeaways included: summer prizes of books, networking contacts and Advanced Reader Copies. Overall an amazing trip funded by a grant from the 21st Century Foundation.
- Director's Report New item at the library: Mobile Hotspots.
- Budget Update: FY17 budget is on track.
- Staff Update: Performance evaluations are ongoing and should be to HR by the 6/23 deadline. Amy Rands and Paul Fitzgerald will be doing Tricia's review. Kevin Craven has been promoted to the Head Custodian position, and a custodial vacancy has been posted for a 28 hour position (afternoon and evenings).
- Town of Westwood Emails: Beginning July 1, 2017, the town will provide all elected officials with town email addresses. The addresses are provided to protect town public records.
- Approval and Acceptances and Expenditures: Trustees voted to expend and accept funds as presented.

Additional New  
Business:

Permission to close library at 2pm on Monday, July 3rd. Masonry is done. Lighting repairs are being completed by Peter and Steve Ghalani (Electrical Contractors). HVAC repairs have been done - a part is on order, but in the interim, a workaround was made so that the chiller would still continue to work and while there was a compressor lock-out on one of the hazy, hot and humid days, technicians were able to get the chiller back on line. Roofing and Skylights are still problematic during heaving wind-driven rain. Several weeks ago water damage led to plaster damage on the 2nd floor near the front skylight.

Next Meeting:

July 10, 2017 at the Main Library, only if needed

Handouts:

Agenda, Minutes from 5/8/17, Director's Report, Emails for Elected Officials, Departmental Expenditure Report, Trustees Accept and Expend Reports, Monthly Stats Review, Library Exhibit of the Colburn School and Colburn School Display Items

Respectfully submitted:

Jessica Cole