

Board of Library Trustees  
May 9, 2016 Minutes

Venue: Westwood Public Library  
Time: 7:30 PM – No recording devices

In attendance: Tricia Perry, Mary Masi-Phelps, Mary Beth Persons, Wendy Thornton, Amy Rands, Paul Fitzgerald, and Jessica Cole

Minutes: Minutes from the April 11, 2016 meeting were approved as presented.

Introduction: Paul Fitzgerald and Jessica Cole were introduced as the newest trustees. Amy Rands was named the new chair, Wendy Thornton was named the new clerk and Jessica Cole was named liaison to the Friends of the Library

Director's Report: Accepted as presented with the following highlights:

- Strategic Plan:
  1. Positive outcomes from both the community focus group and library staff focus group
- Programming: exam study week will be at the end of the school year for WHS students, the library will stay open until 11pm
- Museum passes: have been renewed and updated
- Resources and Collections: will include an updated travel section
- Staffing:
  1. Library staff is working on updating job descriptions in preparation for a Library Re-Classification Study. The town's Human Resource Dept. is working with Tricia on this.
  2. Nancy Weinrich gave her notice; the board of selectman approved a request to post and fill the part time position.
- Senior Independent Project Program-SIPP: Senior Ilana Goldberg has been working with library staff on developing a program related to reading and literacy, she created a reading group for teens
- The Friends of the Library sponsored an author talk with Vicki Croke for her book Elephant Company which was well attended and very successful. The Friends will have their annual meeting on May 25<sup>th</sup> at 7pm

Budget: Capital budget is on track

FY17 Capital Budget:

FY17' budget approved at town meeting.

- The Dept. of Public Works will address replacing the boiler at the Islington Branch
- The Dept. of Public Works is addressing the broken lights in the parking lot due to the crushed conduit as a result of the Deerfield field construction project.

Strategic Plan:

Compare and contrast community service response and the library staff response. Will look at implementing suggestions from both focus groups into the Library's strategic plan.

- Deadline to submit to MBLC is Oct 1<sup>st</sup>; Tricia will have a draft ready for review in July. A subcommittee of Trustees will meet in July to review the draft.

Islington Task Force:

A draft RFP (request for proposal) has been sent out. A walk through of the branch has been set for May 18<sup>th</sup> at 11am with questions at 12pm at the ICC; responses are due back by June 20<sup>th</sup>. The Islington Task Force meeting will be on May 19<sup>th</sup> at Carby Street at 7pm

Approval of Acceptances and Expenditures:

Trustees voted to expend and accept funds as presented

New Business:

Employee performance reviews are due by June 30<sup>th</sup>. The outgoing and incoming chairs will meet to review the director.

Next Meeting:

Monday, June 6<sup>th</sup> at 7:30pm in the small community room.

Handouts:

Agenda, Minutes from 4/11/2016, Director's Report, monthly Sats Review, Departmental Expenditure Report, Accept and Expend Report, Library Service Responses scanned document, Community Vision Statements, Comparison Community and Staff focus group document, Library Vision Statement, Trustee Contact Information, Green Index Card Document.

Respectfully Submitted,  
Wendy Thornton  
Trustee, Clerk