

Board of Library Trustees  
April 11, 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, Rich Wade, Amy Rands, Paul Fitzgerald (Candidate for Trustee), Maureen Von Euw (Candidate for Trustee), and Jessica Cole (Candidate for Trustee)

Minutes: Minutes from the March 15, 2016 meeting were approved as amended.

Director's Report:

Accepted as presented with the following highlights:

- Pet Parade: On April 23, the public will be invited to participate in the Library's 1<sup>st</sup> annual pet parade. The event is rain or shine.
- All Staff Meeting and Staff Recognition: On April 14<sup>th</sup>, two staff members, Teresa Kerrigan and Susan White, will each be honored for their 15 years of service to the Library. An all-staff appreciation luncheon will follow the meeting.
- Strategic Plan: The all-community survey continues to be online with hard copies also available at sites around town. As of this meeting date, 218 surveys have been collected and preliminarily tallied. The community focus group of some 20+ citizens will take place on April 26 from 7 to 9 PM. Packets of information will be distributed to all task force members before the scheduled meeting. Trustees are invited to observe and take notes during the discussion.
- Resources and collections: Special acknowledgement was made to Charles and Nancy Donahue for their very generous donation of nearly 50 Great Courses DVDs to the Library.

Colburn School Display:

Per Memorandum of Agreement dated February 20, 2007, an exhibit will be installed within the library that will focus on the Colburn Elementary School and the Colburn School-High Street district. It is the current opinion of the Westwood Historical Commission ("WHC") that the west-facing wall between the two columns in the Community Meeting Room would be the preferred installation site. Peter Paravalos and Kristi Noone of the WHC will next work with creative director Helen Riegle to bring preliminary proposals to the Trustees for consideration.

### Islington Task Force:

- The task force will next meet on May 17. In all probability, the Requests for Proposals (“RFPs”) will be released prior to this May meeting date. Tricia will contact Nora Loughnane to request a copy of the revised RFP language.

### Branch Library Discussion

- Director Perry presented an expanded overview of Branch offerings and opportunities, including statistics and activities. Claire Connors (Islington Branch librarian) has created a “Happenings at the Islington Branch Library” flyer.

### FOL Author Event:

- On Thursday, May 5, the FOL will host an author event, showcasing Vicki Croke, author of “Elephant Company.” Their Annual Meeting will be held on May 25 at 7:00 PM, at which time revisions of the bylaws will be reviewed and voted on.

### Budget Update - FY 16:

- FY 16 budget is on track.

### Approval of Acceptances and Expenditures:

- Trustees voted unanimously to accept and expend funds as presented.

### Next Meeting:

- Monday, May 9, 2016, at which time the Board will welcome two new Trustees and vote on officers.

Handouts: Agenda, Director’s Report, Circulation Statistics, Department Expenditures, Accept and Expend Report, Islington Activities Flyer, Monthly Circulation Statistics, Branch Library Opportunity Presentation, Proposed Revisions to the FOL Bylaws.

Respectfully submitted,

Amelia R. Rands  
Trustee, Clerk