

Board of Library Trustees  
February 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, Amy Rands and (visiting) Richard Cann.

Minutes: Minutes from the January 4, 2016 meeting were approved as submitted.

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

- Strategic Plan – A Community Focus Group has been formed, with 20 participants currently committed. A meeting date of April 26<sup>th</sup> has been set. An invitation will go out to the larger community for three “at large” participants via the March 15<sup>th</sup> newsletter. A community survey will be available online, and hard copies of it will be distributed at selected sites around town. Tricia Perry and Mary Beth Persons will meet to discuss survey form and content.
- Fax Service Now Available - Scan-to-Fax and Scan-to-Dropbox options are now available for a nominal fee.
- Adult Programming – Molly Riportella has added several new adult programs:
  - Great Decisions will run from 2/24/16 to 11/16/16. Thirty-five members are currently enrolled.
  - In addition to the PageTurners group, two new adult book clubs will meet monthly: Friday Morning Book Discussion Group and Monday Night Mysteries.
- By everyone's estimation, the Harry Potter Book Night was a big hit, with 125 in attendance. Consideration will be given to an adolescent/young adult version in the future.
- Teen Study Nights – Extended Hours – Roughly, 400 Westwood High School students took advantage of this offering. The library in conjunction with WHS PTO hosted the program. A similar schedule will be offered during final exams in June.

Islington Branch Capital Improvements:

- The Long Range Finance Planning Group is considering three capital improvements for the branch:
  - Boiler replacement
  - Roof repair/replace
  - Back decking repair/replace
- Any decisions re: branch capital improvements would necessarily take into consideration the upcoming long-term strategic plan and the Islington Center initiative.

### Islington Center Redevelopment:

- The task force met on February 10. Nora Loughnane will be distributing a survey to Westwood citizens, asking them to highlight qualities that are important to them; specifically, thoughts concerning traffic, services, shopping, and library/community offerings.
- An RFP (Request for Proposal) will be sent to interested parties regarding the possible sale of four municipal properties, namely:
  - Islington Municipal Parking Lot
  - Wentworth Hall (aka Islington Branch Library)
  - Islington Community Center
  - Access thruway to ICC and library branch via E Street.

### Colburn School Display:

- A graphic designer has been selected. Funding source is yet to be identified.

### FOL Author Event:

- At their annual meeting on Thursday, May 5, the FOL will host an author event, showcasing Vicki Croke, author of "Elephant Company."

### Budget Update - FY 16 and FY 17:

- FY 16 budget is on track.
- The Board of Selectman will continue their discussions of the overall FY17 budget at their February 22 meeting.

### Approval of Acceptances and Expenditures:

- Trustees voted to accept and expend funds.

### Meet Your Library Trustees:

- Members of the Board will be available at the library on Saturday mornings to introduce themselves to the public, and become better acquainted with its needs.

### Next Meeting:

- Tuesday, March 15, 2016

Handouts: Agenda, Director's Report, Circulation Statistics, Department Expenditures, Accept and Expend Report, FY 17 Financial Update from Board of Selectman 02/01/16 Meeting, FY17 Proposed Municipal Budget Summary, Current Member List of Community Focus Group, Biannual Reports from a) Circulation Services, b) Reference Department, c) Children's Department and d) Technical Services Department.

Respectfully submitted,

Amelia R. Rands  
Trustee, Clerk

