

Board of Library Trustees
Minutes
January 4, 2016

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

In attendance: Tricia Perry, Mary Masi-Phelps, Mary Beth Persons, Rich Wade, Wendy Thornton, Karen Coffey and Amy Rands

Minutes: Minutes from the December 14, 2015 meeting were approved as submitted.

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

- Library ceiling project is complete, and the main library reopened on Monday, January 4, 2016. Commissioning of the lighting system is scheduled for week of 1/4/16.
- Technology Improvements: An FM Hearing Assistance System and a portable flat panel television in the Community Room have been set up.
- Staffing: Andrea Varkas has accepted the part-time (20 hours) Library Assistant position in Circulation.
- Performance reviews: All completed.
- Darien CT Library Field Trip: On December 17th, the library staff met with the staff of the Darien Public Library to exchange thoughts and ideas. It was a very successful interchange.
- LSTA Grant Proposal. Director Perry has requested a grant in the amount of \$7500 for Readers' Advisory, a program that provides for staff training in the use of electronic and print advisory tools, among other offerings. Proposal pending.
- Budget Update - FY 16 and FY 17: FY 16 budget is on track; and, FY 17 budget is now ready for FinComm review.
- School/Community Collaborations: Library staff in concert with Westwood High School will offer extended study hours for high school students during the mid-term exam period (January 19, 20 and 21).
- Furnishings –Children's Room: The Board unanimously voted to expend \$2,065 from the State Aid account to purchase a desk extension for the children's room.

Islington Center Update:

- The next task force meeting will be held in February.

Strategic Planning:

- The Board was asked to forward to Mary Beth Persons names of citizens who might consider or be considered to serve on the strategic planning committee.

Approval of Acceptances and Expenditures:

- Trustees voted to accept funds as presented. There were no expenditures.

New Business:

- It was noted that Karen Coffey and Rich Wade will not be seeking reelection to the Board of Library Trustees.

Next Meeting:

- Monday, February 8, 2016 at 7:30 PM.

Handouts: Agenda, Director's Report, Department Expenditures, FY17 proposed budget, Accept and Expend Report, Trustees Meeting Minutes from December 14, 2015.

Respectfully submitted,

Amelia R. Rands
Trustee, Clerk