

Westwood Board of Library Trustees  
November 7, 2016 Minutes

<u>Venue:</u>	Westwood Public Library
<u>Time:</u>	7:30pm- No recording devices
<u>In Attendance:</u>	Trustees: Amy Rands, Mary Masi-Phelps, Mary Beth Persons, Wendy Thornton, Paul Fitzgerald and Jessica Cole Library Staff: Tricia Perry, June Tulikangas, Claire Connors and Karen Gallagher.
<u>Minutes:</u>	Minutes from the October 17, 2016 meeting were accepted as presented.
<u>Departmental Updates:</u>	June Tulikangas, Head of Technology gave an overview and update on technology and technical services at the library.
<u>Building Issues/Concerns:</u>	Currently the library custodians are in charge of all non-plowed snow removal at both libraries. Tricia Perry is working with the Westwood Department of Public Works (DPW) and Joan Courtney Murray (Director of Human Resources of Westwood) in exploring other town supported options for snow removal.
<u>21st Century Corporation-Update</u>	Library Trustees will look at potential fundraising ideas for ongoing support of the endowment.
<u>Director's Report:</u>	Accepted as presented. The Westwood Land Trust and Westwood Public Schools gallery is now on display. Two author book talks are scheduled for November. Patrons can now opt-into the Library's new e-newsletter on the website. The Friends of the Westwood Library Fall Booksale was a great success. Patricia Wade and Leslie Condon have accepted part-time positions in the Circulation Dept. All library departments continue to implement their wonderful enrichment programs.
<u>Colburn School Display-update:</u>	Tom McCusker, Westwood Town Council noted that there should be a licensing agreement between the Town of Westwood, Westwood Public Library and the Westwood Historical Commission for the installation and upkeep of the Colburn School Display. Tom will provide proposed memorandum of agreement for Trustee approval.
<u>Library Staff Reclassification:</u>	Claire Connors and Karen Gallagher were present for the staff reclassification update. Efforts are ongoing on the library reclassification, an update will be given at the next meeting on Dec. 5th.

Approval of Acceptances  
and Expenditures:

Trustees voted to expend and accept funds as presented.

New Business:

None

Next Meeting:

Monday, December 5th at 7:30pm at the Islington Branch Library

Handouts:

Agenda, Minutes from 10/17/16, Monthly Stats Review,  
Departmental Expenditure Report, Trustee Accept and Expend  
Reports, Director's Report.

Respectfully Submitted,  
Wendy Thornton