

Board of Library Trustees
June 6, 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 May 9, 2016 meeting were approved with the following amendments: 1) the trustees unanimously voted to appoint Paul Fitzgerald to serve as liaison to the permanent building committee (PBC), 2) change “capital budget” to “FY 16’ to operating budget” in the Budget line item.

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

- Summer Reading:
 1. Summer reading programs for kids, teens and adults have been implemented by the library staff. Librarians have put together suggested reading lists for each age groups.
 2. Children’s Library staff will be visiting 65 classrooms (K-5) over the next few weeks.
 3. Tricia will meet with high school staff to coordinate the required summer reading for the high school students.
- Teen Study Nights:
 1. The library will be open again for extended hours for exam study week on the 15th, 16th & 20th; activities will provided for stress relief.
 2. Working with the town’s IT staff to find funding to improve the WIFI connection.
- Staff: Tricia is working with the library staff in writing the first draft of the current job descriptions as part of the library’s reclassification effort as to accurately reflect all the different job descriptions.
- Landscaping: Tom Bean and crew have done a fantastic job landscaping and maintaining the library grounds
- Building Issues:
 1. The library continues to have issues with the HVAC equipment, there are several leaks in the chiller. The technicians from Cox Engineering have been onsite to assess the situation and make temporary fixes to restore the chiller for the summer

2. The chiller will go off line for 2 weeks in October for major repairs.
3. Lighting issues are being addressed and will be repaired by the end of the summer.

Budget: Fiscal 2016 personnel and operating budget is on track.

Strategic Plan: Tricia is working the first draft narrative which she will provide to department heads and trustees by the end of June. She will be meeting with the board of trustees on July 12th and the department heads on the 14th.

Colburn School: No further information at this time.

Islington Task Force: RFPs went out with the deadline for receipt being June 20th, 2 developers did the walk through of the site on May 18th. The next Islington Task Force meeting will be held on June 22nd at 7pm at the Islington Community Center. A link to the Islington survey is on the town website.

Approval of Acceptances and Expenditures:
Trustees voted to expend and accept funds as presented.

New Business: The Friends of the Library held their spring meeting on June 6. The by-laws were accepted and approved. New board members were inducted, they are still seeking a co-president. The popular fundraising book sale event will be held June 9-11 at the library. Outreach members are working at community events to spread the word about the Friends as well as recruitment of new members. Their Fall newsletter will be out in October.

Next Meeting: Monday, July 18th at 7:30 in the small community room.

Handouts: Agenda, Minutes from 5/9/2016, Director's report, monthly Sats Review, Trustee Contact information, Westwood Summer Reading Challenge, Summer Reading Programs, Open Meeting Law Information, OML certificate, PML guidelines, Trustee Accept and Expend Reports.

