

Westwood Board of Library Trustees

September 12, 2016 Minutes

- Venue: Westwood Public Library
- Time: 7:30PM-No recording devices
- In Attendance: Trustees: Amy Rands, Mary Masi-Phelps, Mary Beth Persons, Wendy Thornton, Paul Fitzgerald and Jessica Cole
- Westwood Historical Commission (WHC): Peter Paravalos, Nancy Donahue, Laura Provost, Kristi Noone and Marilyn Freedman
- Library Staff: Tricia Perry, Karen Gallagher, Nancy Hogan and Lizzy McGovern
- Minutes: Minutes from the July 18,2016 were approved with the following amendment:1) In Director's Review change Mary Beth Persons for Mary Masi-Phelps
- Colburn School: Members of the WHC presented a rendition of the display to be placed in the Community Room with revisions to address the overall aesthetics, usage and safety concerns. The WHC will approach the artist for an estimate of creation and installation and will present this figure to the permanent building committee to discuss funding. Tricia will ask town council if a memorandum is needed for the care of the exhibit.
- Circulation Dept.: Karen Gallagher was introduced as the new head of Circulation as Nancy Hogan is retiring at the end of September. Nancy Hogan and Lizzie McGovern (Head of Children's Services) gave overviews of their departments
- Community Outreach: Amy Rands will send out electronic sign up sheets for volunteers for Westwood Day and Coffee with the Trustees
- Director's Accepted as presented. Very positive response from the patrons for the summer reading initiatives, 955 children registered for the summer reading program. The

Report: Zinio Collection was added to the library's e-content options. Nancy Hogan will be recognized for all her work for the library at the volunteer reception on September 29th. Mary Aicairdi is the consultant retained by the town to head up the Library Reclassification efforts, she will meet the library staff on September 15th.

Strategic Plan: The Trustees made final edits to the proposed Strategic Plan; The Trustees voted to approve the long range plan as amended. The Trustees to sign final copy available.

Friends of the Westwood Library: The Friends of the Library revised and accepted their by-laws.

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

New Business: Trustee members to volunteer to man the tables at Westwood Day and the Coffee with a Trustee dates in October

Next Meeting: Tuesday, October 17th at 7:30 in the small community room

Handouts: Agenda, Minutes from 7/18/16, Monthly Stats Review, Departmental Expenditure Report, Trustee Accept and Expend Reports, Westwood Press Article, June 2016 Circ Services Report, June 2016 Children's Services Report, Long Range Plan Draft (Sept 2016), Summary of Results, Friends of the Westwood Library Bylaws Revision, Westwood Public Library Strategic Planning Survey, Minuteman Stats, Board Information, Director's Report.

Respectfully submitted,

Wendy Thornton