

Board of Library Trustees
Minutes
May 11, 2015

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

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

Introduction of Trustees and Election of Officers:

- Wendy Thornton was welcomed as the library's newest member of the Board of Trustees
- By trustee vote, Mary Masi-Phelps and Amy Rands will serve for one year as Chair and Clerk, respectively.

Minutes:

- Minutes from the January 12, 2015 and April 13, 2015 meetings were accepted as submitted.

Report from Nora Loughnane, Director of Community and Economic Development:

- Update on the new Islington Fire Station. Construction project to begin in June 2015.
- Overview of Islington Center: For future planning purposes, a task force will be created, and focus groups will be scheduled to gather 'needs and wants' from the Islington community.
- Trustees elected Mary Beth Persons to attend focus group meetings, and to be our library representative when the Board of Selectman appoints the task force.

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

- New museum passes
- Author visit and book talk: May 12, 2015
- New library cards
- Shelf-talkers to highlight selected items
- Children's programming
- Staffing: Margaret Reucroft retired on 4/30/15. The position has been posted and the hiring process will commence soon.
- Staff luncheon on 4/30/15 was well attended and much appreciated
- Building update:
 - Ceiling tiles: Request for Proposals has been issued. Bids are due 5/20/15.

- Lighting: issues to be resolved before the ceiling project commences. A state grant has been applied for; and, Tom Philbin, Westwood's energy consultant, will continue to address lighting needs.

Budget:

- Overall, expenditures are on budget for the current fiscal year.

21st Century Corporation:

- Trustees voted to appoint Wendy Thornton and Rich Wade to the Board of the 21st Century Corporation. Mary Beth Persons will serve on the Board of Directors as treasurer. The Investment Committee is now comprised of Rich Wade, Eric Gutterson and Don Freidl. Eric and Don were re-appointed to the Board and the Investment Committee for another year term per Trustee vote on 4/13/15.

Approval of Acceptances and Expenditures:

- Trustees voted to expend and accept funds.

New Business:

- Minuteman Library Network annual membership/usage fee reviewed. To be remitted in July 2015.

Next Meeting:

- Monday, June 8, 2015 at 7:30 PM

Handouts: Director's Report, Trustees Agenda, Circulation Statistics, Department Expenditures, Accept and Expend Report, Architectural Renderings of New Islington Firehouse (Nora Loughnane), and maps of Islington Center (Nora Loughnane).

Respectfully submitted,

Amelia R. Rands
Trustee, Clerk