

Board of Library Trustees
Minutes
November 16, 2016

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 and Karen Gallagher

Minutes: Minutes from the October 5, 2015 meeting were approved as submitted.

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

- Library construction update: Lighting and ceiling projects are running concurrently. Good progress has been made on installing the gridwork, and lighting controls have been switched out. Once building and electrical inspections are completed, ceiling slats will be installed.
- Notes to Permanent Building Committee: A memo outlining four relatively minor building issues was presented to the PBC.
- Staffing: Ann Thomas has accepted a position as Library Director for the Uxbridge Public Library.
- Performance reviews: All staff reviews are nearly completed; custodial reviews to be conducted. The Trustees will review the library director.
- Islington Branch: The branch has been very busy and doing very well during the construction phase at the main library thanks to a terrifically dedicated staff at each site.
- Westwood Day was a success in spite of wet weather.
- 2017 Action Plan for LSTA eligibility: Plan was accepted as presented, and will be forwarded to the MBLC for review and filing.
- Budget Update - FY 16 and FY 17: FY 16 budget is on track. FY 17 budget represents 'level service' with a proposed 3.7% overall increase. Relatedly, the town has asked that the PBC fund the HVAC contract for one year only at the cost of \$16k.

Long-range strategic plan:

The new long-term plan will cover the period from 2018 – 2022. The Plan will need to be filed by October 2016. Director Perry has requested that a long-term planning committee be established with representatives from staff, trustees, and Friends. Mary Beth Persons, Trustee, volunteered to join the planning committee.

Islington Center Update:

- A task force has been formed and will meet on November 18, 2015. Mary Beth Persons will be in attendance as Trustee representative. Director Perry will serve as ex-officio member.

Friends of the Westwood Public Library Update:

- FOL met on September 21, 2015. The group continues to review standing bylaws and charter. The mission statement has been revised to read, "We are a not-for-profit volunteer fundraising and outreach organization supporting the Westwood Public Library." Discussions regarding ways to grow their volunteer base are ongoing.

Approval of Acceptances and Expenditures:

- Trustees voted to expend funds. There were no funds to be accepted.

Next Meeting:

- Monday, December 14, 2015 at 7:30 PM.

Handouts: Agenda, Director's Report, Circulation Statistics, Department Expenditures, Accept and Expend Report, 2017 Action Plan Proposal, FY 2017 Library Budget, Memo to PBC, Preliminary Strategic Plan Guidelines, Trustee Meeting Minutes from October 5, 2015.

Respectfully submitted,

Amelia R. Rands
Trustee, Clerk