

Board of Library Trustees
Minutes
September 14, 2015

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

In attendance: Tricia Perry, Mary Masi-Phelps, Mary Beth Persons, Karen Coffey, Wendy Thornton, Karen Gallagher, Molly Riportella, and Amy Rands

Minutes: Minutes from June 8, 2015 were approved as presented.

Introduction: The Board was introduced to the new Head of Adult Services, Molly Riportella. Ms. Riportella previously served as the Assistant Director of the Whitman Public Library, and briefly worked at the Brockton Public Library.

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

- New library cards are being issued, and have been received enthusiastically.
- Hoopla, a downloadable e-content product, has been rolled out.
- Long Range Strategic Plan:
 - Per Mass. Board of Library Commissioners (MBLC), updated "Action Plans" will be filed by WPL by 12/1/15.
 - A new strategic plan for 2018 – 2022 will be filed with the MBLC by October 2016.
 - In preparation for developing a long-range strategic plan, next steps include
 - identifying and hiring a consultant who will facilitate discussions with staff, trustees, and citizens, and
 - developing a list of potential citizens who will serve on the Citizens Committee. Selection process will aim to assemble a diverse group based on the selection criteria which will include, among other factors, age, gender, years of residence, precinct, and participation in and knowledge of the community. Trustees will submit names for consideration.
- Library Ceiling Project
 - On October 19th, the main library will be closed to the public. Circulation staff will relocate to the Islington

Branch. Staff from other departments will have shifts at the branch, but will also work on projects at the Main Library in areas that are not affected by the ceiling installation.

- It is expected to take 11 weeks for the contractor, Timberline Construction, to complete the installation of the new ceiling.
- Lighting Project
 - Progress has been made on identifying where weaknesses are, and units will be outfitted with the appropriate, higher efficiency bulbs.
- Colburn School Display
 - Peter Paravalos and Tricia met to discuss the agreement between WPL and Westwood Historical Commission.
 - The Trustees will review the original agreement language.

Islington Center Redevelopment:

- No new developments
- Focus group is being formed

Budget: Expenditures are on track for the current fiscal year.

Approval of Acceptances and Expenditures:

Trustees voted to expend and accept funds as presented.

New Business:

- Volunteer Reception will be held on Thursday, 9/24
- Westwood Day is 10/3. WPL and Friends of WPL will be well represented.
- Friends Booksale will take place on Thursday, 10/15 through Saturday, 10/17
- Mike Jaillet, Town Administrator, requested that we consider expanding the audio/visual set up in the Community Room to better accommodate both audience and presenters. Subject to funding, a suitable screen and projector will be researched by Library Director in consultation with Mike Jaillet.

Next Meeting: Monday, October 5, 2015 at 7:30 PM in the Children's Program Room.

Handouts: Agenda, Trustee Meeting Minutes from 6/8/15, Director's Report, Department Expenditures, Accept and Expend Report, 2015 Long Range Plan for Adult Services, Islington Branch, and Children's Department; and, Long Range Plan from 2005.

Respectfully submitted,

Amelia R. Rands
Trustee, Clerk