

Board of Library Trustees
Minutes
December 14, 2015

- Venue: Westwood Public Library
Time: 7:30 PM – No recording devices
- In attendance: Tricia Perry, Mary Masi-Phelps, Mary Beth Persons, Rich Wade and Amy Rands
- Minutes: Minutes from the November 16, 2015 meeting were approved as amended.
- Director's Report: Accepted as presented with the following highlights:
- Library construction update: *Lighting and ceiling projects* are on schedule. *A cleaning crew* was hired by the contractor and is moving through all of the finished areas. The contractor will repair minor damage to High Street *door thresholds* at their expense. *Skylights* will be re-caulked and made secure by the original installer at no expense to the town. *Lighting controls* are in, but commissioning the system will occur after the New Year.
 - Main Library Re-opening: Barring unforeseen events, the main library will be opened to the public right after the New Year. Several ideas marking the occasion are being discussed.
 - Technology Improvements: Installation of an FM Hearing Assistance System *and* a flat panel television will be set up in the Community Room on Wednesday, December 16, 2015.
 - Staffing: Interviews are ongoing for a part-time (20 hour) Library Assistant position in Circulation.
 - Performance reviews: Mary Beth Persons will review the library director.
 - Darien CT Library Field Trip: On December 17th, the library staff will meet with the staff of the Darien Public Library to exchange thoughts and ideas.
 - LSTA Grant Proposal. Director Perry has requested a grant in the amount of \$7500 for Readers' Advisory, a program that provides for staff training in the use of electronic and print advisory tools, among other offerings.
 - Budget Update - FY 16 and FY 17: FY 16 budget is on track.
 - Schedule of library holidays for fiscal year was accepted as presented.

Islington Center Update:

- A task force met on November 18th to begin discussions regarding the redevelopment of Islington Center: specifically, what the town envisions the area to be and how it may best serve the citizenry.

Ongoing monthly meetings will address building use, traffic, and parking, among other concerns.

Coburn School Display:

- As part of the original plan to build a new library, the Colburn School had to be moved and later relocated within the High Street historic district. Per the Memorandum of Agreement (MOA), it was agreed that the Westwood Public Library would incorporate a Colburn Historic District Display that would include images of the Colburn School and other historically significant sites. The Westwood Historic Commission, in conjunction with the Westwood Public Library, is currently designing the display. Specific scope of the exhibit and source of funding are to be determined.

Friends of the Westwood Public Library Update:

- FOL met on December 7, 2015.
- Revisions to the organization's structure and mission will be completed by Spring 2016. Committee heads will each submit a description of "position duties" by 2/14/16.
- Positions for President, Vice President, and Fundraising Coordinator remain open.

Approval of Acceptances and Expenditures:

- Trustees voted to expend and accept funds as presented.

Next Meeting:

- Monday, January 4, 2016 at 7:30 PM.

Handouts: Agenda, Director's Report, Circulation Statistics, Department Expenditures, Accept and Expend Report, 2016 Schedule of Holidays, Colburn School Mural Packet, Trustees Meeting Minutes from November 16, 2015.

Respectfully submitted,

Amelia R. Rands
Trustee, Clerk