

Board of Library Trustees
Minutes
June 8, 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 and Karen Gallagher

Minutes:

- Minutes from the May 11, 2015 meeting were approved with revision.

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

- New museum passes
- Children's Summer Reading Program
- New library cards
- Shelf-talkers to highlight selected items
- Gallery Talk: Nayderson Fallon as featured artist.
- Teen Study Nights
- Library Webpage update
- Rocking Chairs – Front Porch
- Staffing: Margaret Reucroft retired on 4/30/15. Interviews are ongoing.
- Building update:
 - Ceiling tiles: bids are being reviewed. Next steps: signed contract with chosen vendor; engineering and shop drawings to be presented and approved.
 - Lighting: Tom Philbin, Energy Consultant for the Town of Westwood, continues to address lighting issues, which should be resolved during the month of June.
- Landscaping: Work continues on improving the library's grounds.

Friends of Library (FOL):

- Trustee Liaison to FOL, Amy Rands, reported on the FOL's quarterly meeting, held June 1, 2015.
- Board and membership development is an ongoing concern. Amy will reach out to the appropriate FOL member(s) to offer support.

Islington Center Update:

- Mary Beth Persons attended a community focus group on May 16th, at which time residents and business owners were given the opportunity to voice 'needs and wants' vis a vis the Islington

Center re-development. Walkability and 'village' feel are top-of-mind desires, along with the acknowledgement that the Islington Community Center is an iconic presence for the community. Next step: formation of a task force, at which Mary Beth Persons will represent the Trustees of the Westwood Library.

Long Range Planning for Westwood Public Library:

- Preliminary discussions regarding the Library's long range plan, and the recognized need to update given our 'new library.'
- Review of MBLC requirements, including a mission statement, assessment of user needs, and multi-year goals and objectives.
- Tricia to identify potential consultants to facilitate meetings and develop questionnaires.

Budget:

- Overall, expenditures are on track for FY '15 close.

Approval of Acceptances and Expenditures:

- Trustees voted to expend and accept funds.

New Business:

- For the month of July, the Library will waive late fines in exchange for a product donation to the Westwood Food Pantry. Personal care products and health and beauty aids are needed.
- Tricia is looking into HOOPLA, a downloadable e-content product offering free digital movies, music, etc. 24/7 with a library card.
- Wireless FM Hearing Assistance System: Tricia will approach Friends at their next meeting (September) to request funds for purchase of components for public use in the Community Room.

Next Meeting:

- Monday, July 13, 2015 at 7:30 PM – meeting may be cancelled if not needed.

Handouts: Director's Report, Trustees Agenda, Circulation Statistics, Department Expenditures, Accept and Expend Report, Long Range Planning, Trustee Meeting Minutes from 5/11/15,

Respectfully submitted,

Amelia R. Rands
Trustee, Clerk

