

Board of Library Trustees

Minutes

October 5, 2015

- Venue: Westwood Public Library
- Time: 7:30 PM- no recording devices
- In Attendance: Tricia Perry, Mary Masi-Phelps, Mary Beth Persons, Wendy Thornton, Rich Wade and Karen Gallagher
- Minutes: Minutes from September 14, 2015 were approved as presented
- Director's Report: Accepted as presented with the following highlights:
- Westwood Day: several staff, trustees and Friends joined together to volunteer at the booth. There was a large community turnout at the booth despite the weather
 - Community Gallery Exhibit: The Westwood Land Trust and WPS created a large gallery show at the library
 - Strategic Plan:
 1. An "Action Plan" for FY2017 will be filed with MBLC on or before Dec 1st.
 2. Nancy Rea has been contacted as a facilitator for the community based focus group and well as for a library staff/Trustee meeting.
 3. The library will publicize a request in the community for people to volunteer to serve on the focus group.
 4. The new strategic (long Range) plan will cover 2018-2022 and will need to be filed by October 2016
 - Staff Performance Reviews: Part time reference staff have had their reviews completed, the remained of the evaluations will be done while the library is closed.
 - Ceiling Project: Tricia met with the contractor, Timberline Construction. Timberline is working on a new timeline schedule which may or may not be shorter than originally expected. The town is also asking to use the back parking lot while the library is closed to stage the Deerfield School field project, several questions were raised about the feasibility of that. Tricia will work with Todd Korchin and Town Administrator to review proposal.
 - Lighting Project: Electricians from Ram Electrics were retained by the Town to swap out bulbs as part of an energy saving measure. In conducting this work, electricians discovered that many of the emergency ballasts were defective. These ballasts are being

replaced at no charge by the manufacturer. They will also cover some of the costs of installation. The electricians will work with Timberline Construction to coordinate the electrical work that needs to be done in the ceiling.

- Departmental highlights: Library staff have been working hard implementing new programs, enrichment opportunities, communicating about the library closure and preparing for the construction and move.
- Colburn School Display: The Trustees will request photos and descriptions from WHS, price out reproduction costs and display the pictures in the community center room.
- Book Sale: The Friends of the Library will hold a book sale on Oct 15-17

Islington Center Redevelopment:

Focus group being coordinated.

Director Review: The Trustees will review the library director and are following up with human resources on proper procedures and timelines.

Approval of Acceptances and Expenditures:

Trustees voted to expend and accept funds as presented.

New Business: -Friends book sale will take place on Thursday 10/15 through Saturday 10/17
-Discussed ideas on how to increase membership of the Friends in order to support the library.
-Karen Coffey will not be seeking re-election in April, will need a new Trustee.

Next Meeting: Monday November 16, 2015 at 7:30pm, place to be determined

Handouts: Agenda, Trustee Meeting Minutes from 9/14/15, Director's Report, Department Expenditures, Accept and Expend Report, Friends of Westwood Public Library Meeting Notes, Monthly Stats Review 8/15, Monthly Stats Review 9/15

Respectfully Submitted,

Wendy Thornton

Trustee