



Director's Report

Tricia Perry

Westwood Public Library

December 8, 2014

Library Staff – Thank You!

First of all, I would like to express my thanks to all of the staff for making me feel so welcome. I have met most of the staff individually – and many of the volunteers and Friends of the Westwood Public Library. Terry Duane has been incredibly helpful in getting me acclimated to the workflows of the office.

I have met informally with many staff members and most of the Department Heads. I have scheduled our first (brief) Library Department Heads Meeting for Thursday morning, December 18th at 11 am. This will follow the 10 am webinar that June has coordinated for the Book Sizzle training for staff (this training is for staff who will be working on one of the components related to the launch of the redesigned library website).

I have also set up a group email account for all Westwood staff (with the assistance of Rick Taplin at Minuteman). This will allow for easy communication between all Westwood Staff – the email username is WWDAll@minlib.net.

Library Construction Project

On Monday, December 1st, there was a meeting at the Library of two representatives from Compass (Brian Main and Tim), with the Deputy Fire Chief (Mike Reardon) and the Building Inspector (Joseph Doyle). Discussion was primarily focused on requirements of fire department as it relates to a phased project and the potential draining and recharging of the sprinkler system. No definitive plan of action has yet been established, although Brian Main did ask that the Trustees consider what areas might be made available for staging areas – they will most likely need an area on the first floor and another on the second floor set aside as storage/staging areas. This discussion would need to be tied into a formal presentation relating to the project as a whole – including materials proposed and a specific schedule for work envisioned.

Library Gift

Mr. Ralph Sautter called on Tuesday. As he has in years past, he will be making a donation to the Library in the amount of \$500 for the purchase of art books. This donation is made in memory of his wife, Marie E. Sautter. This is a gift that he has been making to the Westwood Public Library in honor of his late wife for many years. An acknowledgement of the gift will need to be made to Mr. Sautter and a memorial bookplate will be placed in the books purchased with these funds.

Town Warrant

just as an fyi: At the Board of Selectmen Meeting on December 1st, the Board voted to open the Annual Town Meeting Warrant and close it at its meeting on January 12th. Is there an article that the Trustees are considering? If so, the Town requests that articles be submitted for consideration before that date. Needed information includes the title of the article and a brief description of the intent...

Budget / Statistics

Attached. Minuteman has not yet posted the Remote Renewals updates for the month of November, so we are carrying the year to date only through October for this category.