

## **Board of Library Trustees Minutes - June 10, 2013**

Senior Center

No recording devices

In attendance: Tom Viti, Karen Coffey, Mary Feeley, Mary Beth Persons, Jane Wiggin

Absent: Dan Lehan, Richard Wade

Guest: Kathy Rose

The Trustees met with the 21st Century Corporation Board.

1. Minutes - May 13 minutes accepted
2. Library Director's Report:

### **Personnel Update**

Karen Gallagher has been hired to fill the vacant, part-time (21 hours per week) Library Assistant position. Karen has done temp work in Westwood for over five years. Tom Viti and Nancy Hogan conducted the interview process.

There were interviews with five candidates for the position of week-end custodian. Follow up interviews with two of the candidates will be held.

Helen Rezendes is retiring from the Library Technical Assistant position after twenty-nine years of service. The position is listed on the town website and over twenty-five applications have been received to date.

### **Library Project Update**

#### **Permanent Building Committee**

The next meeting of the PBC will be on Wednesday, June 12. The Project manager, John Sayre-Scibona from DIT, will report on the exterior Phase Two work done by YardWorks and the fencing and screening for the Library's two abutters.

#### **Planning Board**

Tom will go before the Westwood Planning Board on Tuesday, June 25 to finalize completing the plans of record for the project. The architects never finished a review of shrubbery and fencing for the project.

#### **Project Update**

The tentative opening for the new library is July 8. The cobblestones in the driveway have been started. The lighting company for the project went bankrupt. A new company has reprogrammed the software. One air-conditioning unit needs to be replaced.

The Colburn building is on schedule to be finished sometime in October. The Library project will qualify for LEED certification. The project is at forty-seven points and should meet the fifty point requirement.

The Friends of the Library has donated \$40,000 of its \$50,000 commitment to the Library project.

Mary Beth met with the FOL members to discuss the Library dedication, tentatively set for September 15. Town officials will be invited and it will be open to the public. It will start at 2:30 and be done within an hour. There will be a cake and soda and lemonade.

There has been an interest expressed by several residents to donate money for a tree for the Library. The cost of a tree could be a few thousand dollars for the tree and labor.

### **New Business**

The Trustees voted to accept and expend funds.

The Board voted to adjourn the regular meeting at 9:05 PM and not return to the regular session.

The Board then voted on a motion to go into Executive Session to discuss imminent litigation, which if disclosed would compromise the Town's position if discussed in open session. Motion was first and seconded, votes recorded by roll call.

Karen Coffey -	Yes
Mary Feeley -	Yes
Mary Beth Persons -	Yes
Jane Wiggin -	Yes

Motion to adjourn at 9:40 PM.  
Respectfully submitted,

Karen Coffey

Handouts: Library Director's Report, Trustees Agenda, Minutes of the May Library Trustees Meeting, Department Expenditures, LEED Scorecard