

## **Board of Library Trustees Minutes - October 14, 2014**

Westwood Library

No Recording Devices

In attendance: Tom Viti, Karen Coffey, Mary Masi-Phelps,  
Mary Beth Persons, Amy Rands, Richard Wade, Jane Wiggin

1. Minutes - September 8, 2014 minutes accepted
2. Library Director Candidate Interview

Trustees interviewed Patricia Malone Perry, candidate for the Westwood Library Director's position. Perry has worked in public libraries in Boston, Sharon, Millis and at the Northeastern University Library. She believes in a collaborative process and community outreach. Has worked eleven years in the Children's Library in Millis. While there she did an aural history project. Perry changed the way children's services were viewed and started a program for infants to age two. The Library position in Westwood is the only position Perry has applied for as she believes it is a natural progression from Millis.

### **3. Presentation**

Elizabeth McGovern, Head of Children's Services, made a presentation to the Trustees. She serves students from birth to sixth grade. She is currently updating the Non-Fiction Department.

Dedham Savings donated two Kindles to the Library. One was raffled off and the other is held in the Library.

The Early Childhood Council has given bags to the Children's Department that contain a music CD, puzzle and book to be taken out by children.

The Children's Department brings in programs to the Library during school vacations and the summer. There is a "Dad Days" Program for toddlers at the Library.

McGovern would like to have a collection of laptops for the Children's Department, which would start with five.

There are books in the Department in Spanish and Mandarin

#### 4. Library Director's Report

##### **Salary Budget**

Tom and bookkeeper Terri Duane met with Town Finance Director Pam Dukeman. Due to an increase in sick time expenses for the Library, Tom has decided to double the sick time budget from \$7500 for FY2016.

##### **Web Page Project**

The Library web page will probably be done by January, 2015. Photographer Neil Alexander was at the Library in September and took pictures of people using the Library. As part of his fee the photos can be used for the web site. Exterior pictures that he took earlier of the Library for Finegold, Alexander will need to be leased at \$225 a picture. The Board voted to expend \$2500 for photos.

##### **Library Ceiling Project**

It will cost approximately \$500,000 to take down the old ceiling tiles in the Library and replace them with new ones. The project will be fully warranted.

Old Business - Tom will be leaving for the new Director a Policy Book, a list of Goals, Reports and Budget.

New Business - the Board met with Mary Beth Bernard to discuss the Library Director position. The salary for the position ranges from \$79,000 to \$99,000.

The Board voted to accept and expend funds.

Motion to adjourn by Mary Masi-Phelps and seconded by Mary Beth Persons at 9:20 pm.

Respectfully Submitted,

Karen Coffey

Handouts: Trustees Agenda, Minutes of the September Library Trustees Meeting, Library Director's Report, Library FY 2014 Salary Review, September Circulation Report, Main and Branch Quarterly Circulation Report, Comparison of Main and Branch Library Circulation, 2008-2010, Departmental Expenditure Report, Children's Department Presentation and Report by Bob Garrity.