

# **BOARD OF LIBRARY TRUSTEES MINUTES – DECEMBER 8, 2014**

Westwood Public Library – No Recording Devices

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

1. Minutes – October 14, 2014 – accepted
2. Director's Report

## **Library Staff Thank You**

Library Director Tricia Perry thanked the Library Staff for welcoming her as the new Library Director for the town of Westwood. Tricia has met with most of the staff individually and has also met many of the Library volunteers and the Friends of the Library. Tricia thanked Terry Duane for being especially helpful in getting Tricia acclimated.

## **Library Construction Project**

A meeting was held on December 1 with representatives of Compass, the Deputy Fire Chief and the Building Inspector to discuss the requirements of the Fire Department for a phased project as well as the sprinkler system. Brian Main of Compass asked the Library Trustees to consider what areas of the Library would be used for staging areas. The discussion needs to be part of a formal presentation of the whole project. This would include all proposed materials and a work schedule.

The Library project will likely be a phased project. A preliminary phasing schedule provided by Compass Project Management suggested a six phase project, with projections that the phasing would take anywhere from 6 - 12 weeks. Wood and faux wood products are being considered. The Permanent Building Committee and representatives from Compass Project Management are working with the surety company on moving this project forward.

One option for the project would be to open late on the days of the work. Discussion centered on the library lights. The lighting system needs to be adjusted as some lights are not working.

## **Friends of the Library**

The Friends met in the morning. They have two more donors for Library Museum passes. The October Book Sale raised \$2000. Another sale will be held in the spring.

## **Library Gift**

Mr. Ralph Sautter will again be making a donation to the Library, in the amount of \$500, in memory of his wife, Marie Sautter. The money will be used to purchase art books.

**Library Trustees**

Amy discussed responsibilities of the Library Trustees. These include evaluating the Board once a year and attending as many Town Meetings as possible. Also, there should be a Trustee model.

**New Business**

Jane Wiggins announced that she will be retiring from the Board in May, 2015.

The Board voted to accept and expend funds.

A motion to adjourn was made at 8:30 pm

Respectfully submitted,

Karen Coffey

Handouts: Trustees Meeting Agenda, Minutes of the October Library Trustees Meeting, Library Director's Report, Model Friends Cooperative Network, Trustee Board Report Card, Individual Trustee Report Card, Friends of the Library Report by Amy Rands, Town of Westwood Departmental Report, Monthly Library Stats Review, Library Ceiling Project Phasing