

## **Board of Library Trustees Minutes – February 12, 2014**

Westwood Main Library

No recording devices

In attendance: Tom Viti, Mary Feeley, Mary Masi-Phelps, Mary Beth Persons, Richard Wade,

1. Minutes – January 13, 2014 minutes accepted
2. Library Director's Report:

### **Budget Update**

The library received an overall 2.9% increase to the budget. Each Library employee is receiving a 1.75% increase in salary, retroactive to July 1, 2013. The Board of Selectmen did grant the request for extra custodial hours for the main library. The PBC is looking at securing a 3 year contract for heating and cooling services. General discussion of other budget areas followed, including discussion to not fix the Islington roof this year.

### **Review of January Statistics**

Nancy Hogan entered 1700 new card requests in January. Approximately 66% of those were new cards and 33% were re-issues.

### **Comprehensive Planning Committee Update**

Mary Masi-Phelps provided an update from the Comprehensive Planning Committee. Planning is on hold due to activity for University Station. The committee is taking the last few years input to update the overall plan.

### **Municipal Facilities task Force**

The next Municipal Facilities Task Force meeting is scheduled for February 14<sup>th</sup> at 8AM.

### **Library Project Update**

There has been some progress on the lights but it is requiring numerous contacts. There are some issues with the exterior light bleed exceeding specified limits. Shields are being built for the lights. There will be no cost to the library for this work. The repair and building expenditures were over budget. Some of the items in these categories are paid in advance. The 3 year heating and maintenance contract is going to the PBC for approval.

**New Business**

No new business.

The Board voted to accept and expend funds.

Motion to adjourn at 9:12 PM.

Respectfully submitted,

Richard Wade

Handouts: Trustees Agenda, Minutes of the December Library Trustees Meeting, Library Director's Report, Departmental Reports, Circulation Report, Departmental Expenditure Report, Comprehensive Plan.