

## **Board of Library Trustees Minutes - January 13, 2014**

Westwood Islington Library

No recording devices

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

1. Minutes - December 16, 2013 minutes accepted
2. Library Director's Report:

### **Library Closing**

Tom discussed the recent closing of the Main Library, on January 9, 2014 due to falling ceiling tiles. The contractor of the new Library, TLT, was notified that repairs had to be made to the ceiling. TLT will be required to come back regularly to test the ceiling tiles.

### **Municipal Facilities Task Force**

The Task Force met on December 12 to discuss options for locating a new Fire Station in Islington Center. There is also a possibility of including a Police Station in the complex. A committee will be set up in Islington to discuss various options. The Task Force is looking for planning funding at the May, 2014 Town Meeting.

### **Circulation**

Tom had a handout for the Westwood Library Circulation by precinct from July to December, 2013. The town is a net lender of books, not a borrower. The percentage of books checked out at the Main Library is 90% of the Town's total. Precinct # 3 checked out the most materials of all four precincts at the Main Library, while Precinct # 4 checked out the most materials at the Islington Branch. There were 79,000 checkouts of materials for the sixth month period. The new Main Library's first six months of operations, from July to December, saw over 115,000 visits by the public. A full year in the old facility was usually about 120,000. The budget for the Islington Branch Library is \$72,000 for a year.

### **Library Project Update**

Tom is frustrated that items on the Project punch list remain incomplete and he has asked for a weekly progress report from Griffin Electric and Vertex Shades. A meeting was held on January 6 with the companies in charge of the heating system to address control issues.

### **Library Schedule 2014**

Tom provided a handout with the Westwood Library Holiday Schedule, from December, 2013 to December, 2014. The Board of Library Trustees voted to approve the recommended schedule with the addition of closing on Saturday, July 5.

### **Gallery Exhibit Policy**

The Gallery Exhibit Policy was revised and the Trustees voted 5-0 to accept the revised policy.

### **New Business**

A donation of \$10,000 was made to the Westwood Library by the estate of Cynthia Estes. The Trustees voted 5-0 to accept the funds, which will be put into the 21st Century Fund.

The Board voted to accept and expend funds.

Motion to adjourn at 9:45 PM.

Respectfully submitted,

Karen Coffey

Handouts: Trustees Agenda, Minutes of the December Library Trustees Meeting, Library Director's Report, Departmental Reports, FY 2015 Staffing Request, Circulation Report, Library FY 2015 Operating Budget Request, Departmental Expenditure Report, the 2014 Holiday Schedule report, and the Westwood Library Art Exhibit Policy and Art Exhibitor Release Form.