

Board of Library Trustees Minutes – March 10, 2014

Westwood Main Library – call to order 7:35 PM

No recording devices

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

Absent: Karen Coffey

Guests: Police Chief Jeffrey Silva, Permanent Building Committee Chair John Cronin

1. Minutes – February 12, 2014 minutes accepted with addition of a note that Islington Library Branch Librarian Claire Connors provided an update on programs and participation at the branch.
2. Chief Silva described the history and background behind the Child Safety Zone Bylaw he has proposed, to be voted on at Annual Town Meeting in May. The bylaw would designate certain public facilities, including the library buildings, as child safety zones and make it unlawful, with certain exceptions, for a child sex offender to be present in them. The chief answered questions from the Trustees about how the bylaw would work in practice should it be approved by ATM. Director Viti described some possible ways that library services might be made available to affected individuals should the bylaw be enacted.
3. Library Ceiling – John Cronin gave an update from the Permanent Building Committee. Another ceiling tile fell on the night of February 14, causing the main library building to be closed from February 15 through March 7. Extended hours were offered at the Islington branch during that time.
4. Executive Session – 8:35 PM Richard Wade made a motion for the Board of Library Trustees to go into Executive Session to discuss imminent litigation, which if disclosed would compromise the town's position if discussed in open session. The motion was seconded by Mary Feeley, and votes recorded by roll call:
 - a. Richard Wade – Yes
 - b. Mary Feeley – Yes
 - c. Jane Wiggin – Yes
 - d. Mary Masi-Phelps – Yes
 - e. Mary Beth Persons – Yes

The Trustees returned from Executive Session at 9:10 PM as moved by Jane Wiggin and seconded by Mary Masi-Phelps, with votes recorded by roll call:

- a. Richard Wade – Yes
- b. Mary Feeley – Yes

- c. Jane Wiggin – Yes
- d. Mary Masi-Phelps – Yes
- e. Mary Beth Persons – Yes

5. Library Director's Report:

Review of February Statistics

The board noted that the statistics were affected by closure due to ongoing issues with the ceiling at the Main Library.

Comprehensive Planning Committee Update

Mary Masi-Phelps is working with Director Viti to draft a library write-up to submit to the Comprehensive Planning Subcommittee.

Municipal Facilities task Force

The Municipal Facilities Task Force continues its process of planning for potential replacement of municipal facilities, and will request planning funds at Annual Town Meeting. Some of the plans being studied could affect the Islington Branch building.

Expenditures

The board voted to accept and expend funds.

Old Business

There continues to be a problem with light bleeding onto an abutter's property; initial remediation was not effective; a mock-up of an alternate remediation method is expected.

New Business

Election - There are 3 candidates for the 3 open Trustee positions in the upcoming April election. Director Viti will contact the one candidate not currently on the Board in case she has questions.

Correspondence – The Trustees received a letter from the Friends of the Library regarding the \$50,000 pledge made to the library construction project. \$40,000 has been paid; the remaining \$10,000 has been held up pending availability of funds, and the Friends have requested that the final payment be divided into four payments of \$2,500 per year for the next four years to enable them to continue to fully support their programs. The Trustees voted unanimously to refer this matter to the 21st Century Fund Board with the recommendation that this request be granted – motion by Richard Wade, seconded by Mary Feeley.

Motion to adjourn at 9:35 PM.

Respectfully submitted,

Mary Masi-Phelps

Handouts: Trustees Agenda, Minutes of the February Library Trustees Meeting, Library Director's Report, Departmental Reports, Expenditures to approve, Circulation Report, Departmental Expenditure Report, Child Safety Bylaw draft.

Board of Library Trustees Minutes – March 10, 2014 – Executive Session

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

Absent: Karen Coffey

Guest: Permanent Building Committee Chair John Cronin

Executive Session – The Trustees went into executive session at 8:35 PM as noted in the open session minutes, to receive an update on the following:

1. Timeline of ceiling issues, the response following each incident, and resulting library closures.
2. Repair/Replacement options
 - a. The PBC will make every effort to minimize impact on library hours, possibly by scheduling work off-hours and/or during August when library usage is at its lowest.
 - b. The replacement work will need to go out to bid through the Division of Capital Asset Management.
3. Adjournment - The Trustees adjourned from Executive Session at 9:10 PM to return to Open Session, as moved by Jane Wiggin and seconded by Mary Masi-Phelps, with roll call votes as follows:
 - f. Richard Wade – Yes
 - g. Mary Feeley – Yes
 - h. Jane Wiggin – Yes
 - i. Mary Masi-Phelps – Yes
 - j. Mary Beth Persons – Yes

Respectfully submitted,

Mary Masi-Phelps