

Board of Library Trustees Minutes - September 8, 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 - June 9, 2014 minutes accepted
2. Presentation

Margaret Reucroft, the Adult Services librarian, made a presentation to the Trustees. The primary function of the department is to provide reference services and assistance to patrons. There are two full-time professional librarians and ten part-time staff.

Margaret discussed the responsibilities of the two full-time staff, which includes Teresa Kerrigan, Reference Librarian. Recent trends in the Westwood Library include demand for Large Print materials and e-books, online reservations for materials and there is a huge demand for study space and the use of the meeting rooms.

Current and future needs were also discussed. The public library should be promoted as a valuable resource for the community. There should be increased access to computers as well as a balance between the old (print) and new (technology) resources. Also, an expansion of social media use and an increased digitalization of resources. There will be a need for iPads and Smart phones at the reference desk. Eventually there may be a state-wide library card.

3. Library Director's Report

Personnel

Two seasonal library assistants, Andrea Varkas and Linda Skerry, have been added to the circulation department.

The job posting for the Library Director's position was listed on August 4 by the Town and the Mass Board of Library Commissioners. Twenty-five resumes were

received for the new Director's position. The Library Trustees on the search committee will review the resumes this month. Tom's last day in Westwood will be on November 7.

Web Page

Four web page design proposals were submitted in July. Tom and Technology Librarian Jane Tulikangas selected Clearpeak as the best firm for the Library's proposed web page. It is a local company that has experience with public libraries and non-profits.

Library Project

Tom discussed the completion of the Library project. The Surety company wants to complete the ceiling work and discussions are on-going with the Town and architects Finegold, Alexander. Tom and the staff have concerns around safety issues. Discussed possible closing of the Library for a month.

Old Business - none

New Business - none

The Board voted to accept and expend funds.

Motion to adjourn at 9:10 pm.

Respectfully Submitted,

Karen Coffey

Handouts: Trustees Agenda, Minutes of the June Library Trustees Meeting, Library Director's report, Adult Services Handout, Circulation Report, Department Expenditures Report, Friends of the Westwood Library Executive Board Report