

## Board of Library Trustees Minutes - April 8, 2013

Senior Center

No Recording Devices

In attendance: Tom Viti, Jane Wiggin, Mary Feeley, Mary Beth Persons, Dan Lehan, Eric Gutterson, Karen Coffey

Guest: Theresa Kerrigan

1. Minutes – March meeting minutes accepted.

2. Library Director's Report:

- Personnel: Head of Children's Services Lizzy McGovern and I have completed first round interviews for the Children's Librarian position. We will begin second interviews the week of April 8. Our weekend custodian has given his notice. The position will be posted shortly.
- Staff Meeting: There was a general meeting on March 26. Updates on the library project were announced. Technology was discussed as staff learns the new equipment. Staff discussed publicity on the library project.

3. Quarterly Department Heads Reports

- Children's department continues with outreach. RFID was discussed. Technology Librarian June Tulikangas is working on the server and all the building's PCs. Islington Branch continues to work hard under Claire's leadership. Lots of good participation in the Children's programs.

4. Library Building Project Update:

- The PBC will meet on Wednesday, April 11. Project Manager John Sayre-Scibona from DTI will discuss the scope of work and project oversight for the phase 2 exterior work. He will also report on meetings with Coffman Realty.
- Yardwork will be doing the outside work. They could potentially be expanding their role in assisting to complete the project.
- The lighting is still being worked on. There are some technology issues with iPads and controls. Reflex, the new company, will be working with staff.
- Punch list work is continuing. DTI's Clerk of the Works Dennis Pacitti has left to take a position with a larger company. DTI will have several of their staff fill in for him, but he will continue to be available for support.
- Project Publicity: Publicity on the project will begin to appear starting the week of April 1. The Colburn School work and safety issues will be emphasized. Look for coverage in the *Boston Globe South*, Westcat, Westwood Patch and other outlets. A new blog has been posted on the library webpage. Finally, a one page handout will be available at the Islington Branch Library.
- Work is moving forward with the murals going up.

5. Colburn School Project Update

- The Colburn School is moving the rest of the way to its new location this week now that the foundation is ready. Town Building Department officials will meet with Coffman's project team on a regular basis to address site and other concerns moving forward with the renovation.

6. FY 2013 Library Budget

- Money will be returned to the town from the salary account (part time employee, gaps in hiring, new pay rates, and not being open on Sundays). There may be utilities money left over since we have not moved in to the building as yet, and are not paying utilities.

7. Old Business

- Karen Coffey was given an update on donor night.

8. New Business

- Voted to expend funds.
- The Trustees expressed their appreciation to Eric Gutterson for all of his years of outstanding service to the Library.

Motion to adjourn 8:30 p.m.

Handouts: Library Director's Report, Trustees Agenda, Minutes of the March Library Trustees Meeting, Department Expenditures, Department Reports, Spring 2013 Library Project News handout.

Respectfully Submitted,  
Jane Wiggin