

Westwood Public Library-Trustee Meeting Minutes

April 9, 2012

Meeting at the Islington Branch Library

Present: Karen Coffey, Eric Gutterson, Mary Feeley, Chair Dan Lehan, Mary Beth Persons, Jane Wiggin,
Director Tom Viti

Staff Representative: Kathy Rose

No recording devices were used. The minutes of the March 12, 2012 meeting were approved.

Director's Report Highlights

Budget

The 2013 budget request was accepted as submitted by the Finance Commission. It will be brought to Town meeting on May 7.

Project Update

Exterior work is nearing completion and interior work on Phase I continues. The project is 63% complete. A meeting with TLT ownership and the PBC will be held to go over the current schedule and other issues.

Plans for added parking (12 spaces) were presented to the Planning Board on March 27. The plans were approved, but the Board asked for more trees as screening and a review of the lighting in that rear lot section also. The Town will send its official decision. The approval of the Zoning Board of Appeals is also necessary for a waiver for impervious lot coverage. That meeting is April 18. Part of the cost of the additional parking will be borne by the Colburn developers, Coffman Realty, in recognition of the cross easement parking arrangement.

Mover's Request for Proposal

The request for proposal for moving services has a final bid due on May 8. A mandatory walk through is required for all prospective bidders. There isn't an exact moving day yet; however, there will be an approximate time to give the bidders. The Town Seal and the Rufus Porter mural will need to be moved in addition to standard Library items.

RFID Progress & Quarterly Reports

The staff is making good progress with the RFID tagging of the print collection from the mobile cart. RFID tagged books were tested at 5 MLN libraries. Weeding of the collection also continues. Westwood will be one of several towns to use RFID tagging (including Brookline, Cambridge, Sudbury and Wellesley with Medfield, Concord and Acton in process). Westwood is the only town that will currently use RFID to sort.

Other Business

Carol Craig O'Brien, Director of Early Childhood is retiring after many years of service to the Town. Tom described how much the Library has benefitted from the cooperative relationship with Carol and her office through the years.

Documents distributed at the Meeting in accordance with Open Meeting Laws:

Trustee Minutes from the 03/12/12 meeting.

Library Director's report 3/13/12-4/3/12

March Statistical report

Summary sheet-grants and gifts approval

Departmental Expenditure Report dated 4/2/12

Departmental Quarterly Reports January-March 2012

The Board voted to approve monies expended and accept monies received.

The meeting was adjourned at 8:50 PM.