

Board of Library Trustees
Minutes
December 10, 2012
Westwood Council on Aging
No Recording Devices

In attendance: Tom Viti, Jane Wiggin, Eric Gutterson, Dan Lehan, Karen Coffey, Mary Feeley, Mary Beth Persons
Guests: Alan Macdonald, Don Friedl, Nancy Hogan

1. Minutes – November 13, 2012 meeting minutes accepted.
2. Director's Report – unless requested the report will be accepted as submitted
January meeting will most likely be at the Senior Center.

3. Library Building Project Update

PBC meets on Tuesday, and there will be concerns expressed about the lack of workers on site at this time. The Building Inspector came to the library today to discuss a temporary certificate of occupancy. There is perhaps less than 5% to complete, with shades not completed, lighting (which ties into the shades), and granite on the circulation desk needs to be replaced. Staff is beginning to come in to get the technology ready, but this work is about 6 weeks behind. Other technology issues are being addressed, as well as the RFID equipment. Shelving is in, books are in, and the major thing to complete is the exterior. The Colburn is not going to be moved until January due to NTSAR not coming to turn off the power, and the discovery of hazardous materials on the building's foundation under the ground that must be addressed. There is no opening date, perhaps February. There was some discussion regarding how to publicize the later opening of the Library.

4. Library Opening Ceremonies

The committee is currently in a bit of a holding pattern due to the delayed opening date, but costs have been tabulated as far as possible. It looks as if the budget will be sufficient to cover the ceremonies. Brad Hatfield will be able to assist us with entertainment, very generously at a reduced rate. There was a discussion of what type of recognition to be given to guests who were donators and workers. Opening ceremonies will include flowers and bookmarks given out.

5. FY 2014 Library Budget

This year's budget will need to be flexible, due to the move and the open positions. Town has given us all departments a 3% increase. The salary increase is set at 2% currently, exclusive of step increases as appropriate. One retirement salary will mitigate some increases. Pam Dukeman has been notified of the different budget issues this year due to the move to the new library. There are still some unknown costs to be determined, however, the budget appears to be workable for next year with some flexibility built in.

6. Old Business
None

7. New Business
None

Other information:

Handouts:

Library Director's Report

Library Statistics

Trustees Agenda

Minutes of the November Library Trustees Meeting

Department Expenditures

Meeting Adjourned at 8:57 p.m.

Respectfully Submitted,

Jane Wiggin