

Board of Library Trustees Minutes
February 11, 2013
Carby Street Building
No Recording Devices

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

1. Minutes – January meeting minutes accepted.
2. Director's Report – unless requested the report will be accepted as submitted.
Elizabeth Healy has been selected as the new Head of Children's Services. Loretta Eysie has set a final work date of Friday, March 1, 2013. Ms. Healy has been with the Library for more than two and a half years. She begins her new duties on March 4. The job notice for the Children's Librarian position has been posted and a number of applications have already come in. Interviews for the vacant Library Assistant position at the Islington Branch Library are underway.
3. Library Building Project Update
The PBC will meet on Wednesday, February 13. Project Manager John Sayre-Scibona from DTI will discuss the upcoming Colburn School move and the Phase 2 exterior work for the new Main Library. A visit from the Town Building Inspector will be happening soon and his comments will be reviewed as well. Commissioning meetings and related controls work are on-going for the heating and cooling system.

Work to finalize the lighting system, which includes the automatic shades, will resume on-site during February. Various trades are in the building working on punch list items. Workers are installing door closers and the automatic door openers (for handicapped access) to the main entrance doors. Computers are being installed. Tom met with an art teacher from Westwood Public Schools for art work to be displayed in the gallery area. Tom has been giving tours to various people.
4. Library Donor Recognition and Opening Ceremonies
Invitations have been sent out for the February 28 Donor Recognition night. Mary Beth Persons and members of the Friends of the Library Executive Board have been meeting with the caterer, musicians, etc. to plan the nightly events. The special donor recognition books will be on display that evening. About 135 people have been invited.
5. FY 2014 Library Budget
The revised budget figures are: Salaries – \$850,332; Expenses – \$230,536. The new total \$1,080,868 is a 3.6% increase over the previous year. Tom met with two representatives from the Westwood Finance Commission and gave them a tour of the new Main Library and discussed general budget matters.
6. Old Business
None
7. New Business
Voted to expend and accept funds.

Motion to adjourn 9 p.m.

Handouts: Library Director's Report, Trustees Agenda, Minutes of the January Library Trustees Meeting,
Department Expenditures, Tour Talking Points

Respectfully Submitted,

Jane Wiggin