

Board of Library Trustees Minutes
January 14, 2013
Westwood Council on Aging
No Recording Devices

In attendance: Tom Viti, Jane Wiggin, Karen Coffey, Mary Feeley, Mary Beth Persons
Guest: Karen

1. Minutes - December meeting minutes accepted.
2. Director's Report - unless requested the report will be accepted as submitted.
Interviews are ongoing for the Children's Librarian, and the Branch Library assistant. Art displays are being discussed for the new library. Staff schedules are being worked on as well.
3. Library Building Project Update
PBC met last week, and the project is coming to the end. The PBC is working well with the contractor to finalize plans for financial negotiations. The library is still not cleaned but a service will be hired to take of this. The Selectmen want to have a press release to let patrons know that the opening of the library is late. We are waiting to hear from TLT about the parking and the finishing for the walks and entrance area and other outside issues. There are delays relative to the Colburn move and the availability of temporary parking which will also delay the opening of the library.
4. Library Opening Ceremonies
The end of February or beginning of March would be a good time to have the recognition ceremony for donors prior to the opening. The initial plans are for a Thursday evening from 7 - 9. The grand opening ceremony for the public will need to put off until parking is more available. Plans are starting for the details for the recognition ceremony.
5. FY 2014 Library Budget
There was an error in the salary budget, which will be corrected in the near future and will be worked on after the new salaries are determined for the newly hired people. There was also an increase in the materials line, which can possibly be made up this year only with available building funds. The PBC will have to approve this, however. A Fin Com committee member will be meeting with Tom about the budget.
6. Request for Expenditure from 21st Century Foundation Funds
There is a need for funds for the cases for the quilt and mural taken from the old library. Proposals from different companies were received, and a company from Massachusetts has a reasonable bid. The Trustees approved funding for \$6,200. Approval would not be needed from the Corporation due to the total amount being under \$10,000.
7. Old Business
The wording of the dedication plaque was shared with the Trustees.
8. New Business
Voted to expend and accept funds. A new donation of \$500 was received.

Motion to adjourn 8:55 p.m.

Handouts: Library Director's Report, Quarterly Department Reports, Trustees Agenda, Minutes of the December Library Trustees Meeting, Department Expenditures, Circulation Numbers

Respectfully Submitted,

Jane Wiggin

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

Trustee Minutes from the 12/12/11 meeting.

Library Director's report 12/13/11-1/3/12

December Statistical report

Summary sheet-grants and gifts approval

Westwood Public Library 2012 Holiday Schedule

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

The meeting was adjourned at 8:50 PM.