

Westwood Public Library-Trustee Meeting Minutes
May 14, 2012
Meeting at the Islington Branch Library

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

Absent: Eric Gutterson

Staff Representative: Carol Devlin

No recording devices were used. The minutes of the April 9, 2012 meeting were approved.

The Trustees voted to elect officers for the 2012-2013 fiscal year. The positions are as follows:

Board of Library Trustees Chairman: Mary Feeley

Board of Library Trustees Clerk: Jane Wiggin

Liaison to Building Project: Dan Lehan

Liaison to Friends of Library: Karen Coffey

The Friends' End of Year Meeting is Monday, June 4 @ Louise Donovan's House in High Ridge Estates.

Director's Report Highlights

Budget

Voters at the annual Town Meeting approved the FY 2013 library budget as submitted. The bottom line totals \$1,043,797.

Project Update

The projected completion date for the project continues to be sometime in the fall. The Trustees discussed the scheduling impact of any delays. A meeting with TLT representatives was held to address scheduling issues and other project related matters. The PBC is controlling the project for the Town and is monitoring its schedule, budget and quality. The next PBC meeting will be the 2nd week of June in the Selectman's meeting room at 7 PM.

Mover's Request for Proposal

Representatives from six moving companies attended the mandatory pre-conference for all prospective bidders. The movers will be responsible for library materials, office equipment, staff files, some shelving and special items such as the Town Seal and the Rufus Porter mural.

Draft Meeting Room Policy

The Trustees reviewed a proposed draft of the new Meeting Room policy that will be in effect in the New Library. Suggestions were made and discussions occurred regarding use of the room. Tom Viti will revise the Policy for the next meeting of the Trustees.

Report on Trustees Meeting with Friends of the Library Committee

Dan Lehan and Mary Feely met with members of the Friends to discuss the goals and roles of both the Trustees and the Friends and how the two could help one another. The Friends identified their goals as 1) increasing membership 2) membership recognition and 3) special event participation. The Trustees discussed the issue of whose role is it to fundraise? The Library Trustees will meet in the fall with the Board of the 21st Century Fund to define the roles regarding that Fund and the endowment, vis-à-vis fundraising.

Other Business

none

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

Trustee Minutes from the 04/9/12 meeting;

Library Director's report 4/10/12-5/9/12

April Statistical report

Summary sheet-grants and gifts approval

Departmental Expenditure Report dated 5/7/12

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

The meeting was adjourned at 9:05 PM.