

Westwood Public Library  
Trustees Minutes of November 13, 2012  
Council on Aging Building

In attendance: Tom Viti, Jane Wiggin, Eric Gutterson, Dan Lehan, Karen Coffey,  
Mary Feeley  
Guest: Lizzy Healey  
No recording devices

1. Minutes – October 9, 2012 meeting accepted as submitted.
2. Director's Report accepted as submitted.
3. Library Building Project Update - Tomorrow night there will be a PBC meeting. Shelves are in and may need to be looked at. Site work related to the Colburn School is being discussed, as well as phase two of the project this spring. Branch use has increased now that the main library is closed. Art work, quilts and murals are all moved and ready to be put into the new library when ready. Electrical sign-off was today. There has been a lot of furniture delivered lately, staff desks have been placed, but there is still a great deal of material lying around. The old library will be demolished in a few weeks. Lighting is being worked on and the heat is being adjusted since there was a problem with overheating. Overall the move went well. December 11<sup>th</sup> is the Colburn School move date.
4. Library Opening Ceremonies – Mary Beth has been working with the friends to organize the opening ceremonies. There will be a donor event and a public event. The costs will be approximately \$5000. The Trustees voted that the amount will come out of the 21<sup>st</sup> Century Fund (not to exceed \$5000). The invitations will be sent out when we have a library completion date. The lists of who to invite will be finalized soon. The general grand opening will be held on a Sunday afternoon.

5. FY 2014 Library Budget – Tom will start to identify costs that will start to incur because of the new library such as heating and cooling. The town has suggested that there will be a 3% increase in our budget next year.

6. Old Business – None

7. New Business:

Trustees voted to expend funds as submitted.

Holiday Schedule for 2013-14 was accepted.

Handouts:

Library Director's Report

Library Statistics

Trustees Agenda

Holiday Schedule

Minutes of the October Library Trustees Meeting

Department Expenditures

Accept and Expend Sheet

Meeting adjourned at 8:30 p.m.

Submitted by Jane Wiggin