

Westwood Public Library-Trustee Meeting Minutes
October 17, 2011

Present: Karen Coffey, Mary Feeley, Chair Dan Lehan, Mary Beth Persons, Jane Wiggin,
Director Tom Viti
Community Members: Don Friedl, Alan MacDonald, Westwood Boy Scouts Troop 3,
Marc Filippino (Wicked Local Press with recording device)
Project Personnel: John Sayre-Scibona, DIT Project Manager
Staff Representative: Joyce Levine
Absent: Eric Gutterson

The minutes of the September 12, 2011 meeting were unanimously accepted.

Director's Report Highlights

Tom Viti highlighted that the FY 2013 budget will follow the model used by the Westwood High School in their first year of operations for the new High School. For 2013 the library will prepare a normal operating budget, but also have access to another account for estimated expenses due to the new building.

Tom also explained the RFID (Radio Frequency ID) system and how Bibliotheca/ITG was selected. Westwood is the third library in the state to use a fully automated sort system (besides Milton and Norfolk). The Permanent Building Committee will be given a "Do Not Exceed" figure at the next meeting when they meet to review documents for signing.

Building security systems, including interior and exterior security cameras are being reviewed and will be selected in the next few weeks. Local law enforcement has advised library personnel in this matter.

Project Update

Project Manager John Sayre-Scibona presented an update of the project at the meeting. The project is 30% complete, with a slight delay in the roof due to the recent rains. At the present time, the crew is trying to close up the outside in time for the cold weather.

There have been approximately 160 questions that have materialized into three change orders, totaling \$91,000. John described this as normal activity. The inherent float in the contract is being absorbed by some initial delays.

The Walpole Public Library is using the same builder and is 90% done and the project remains on time and budget.

Colburn School Update

Mr. Sayre-Scibona commented that in his opinion the Colburn and the Library will make a nice "campus" feeling. The Colburn will have the same site lights as the library, as well as similar walkways.

On or about May 1, the process (of moving out of the existing library) will begin and the demolition will occur so that the Colburn move can begin. Colburn will be turned 90 degrees from how it sits currently. TLT, the contractor, will not perform the demolition of the Colburn. In fact, the contractor must be offsite. October 12th is the date of substantial completion of the project, including the Colburn move. Fines of \$1,000 per day accrue after that date.

All hardscape, granite curbing, paving, landscaping, etc. of the Colburn will be done after the Colburn move takes place.

Department Quarterly Reports

Tom mentioned that the staff has done a lot of training for RFID by traveling to other sites. He also recognized the staff for all the work they are doing getting ready for the new library. Tom also mentioned that the digital download service, Overdrive is now available for Kindles and Nooks.

Tom explained the reasoning why the policy exists that patrons must be 18 to take out e-readers. Jane Wiggin posed a question to consider buying a Kindle for use inside the new Library.

Plans for Library Re-opening Ceremonies

Mary Beth Persons spoke to the Trustees regarding the grand re-opening ceremonies. After discussion, it was determined that coordinating with the efforts of Westwood Day was not in the best interests of the new Library. The Trustees will plan a more formal version of the ground breaking ceremony to be held in the evening at the new library, with a big opening during the day for the public, with tours, etc. The Trustees will meet to discuss potential budget sources next.

FY 2013 Library Budget Request

The State Board of Library Trustees anticipates a 25% usage increase once the new Library opens. The Westwood Board of Library Trustees has determined that it is prudent to submit figures originally submitted to the Finance Commission for use in preparation of the FY 2013 budget requests, including \$30,000 for extra staffing estimates.

With the guidance of Trustees, Director Tom Viti prepared goals and action steps that the Trustees will monitor as they relate to the FY 2013 budget and the opening of the new library and associated costs.

Other Business

Chair Dan Lehan recognized the Boy Scouts for their good community work.

A resident had a question whether the Islington branch would be staying open after the new library opened. Assurances were given that usage would be evaluated during the first year after the new library opened before decisions would be made.

A discussion of security cameras and their merits occurred.

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

Trustee Minutes from the 9/12/11 meeting.

Library Director's report 09/13/11-10/12/11

Town balance of accounts

September Statistical report

Summary sheet-grants and gifts approval

Department Quarterly Reports (July-September)

Goals and action steps for FY 2013 budget new library usage

The meeting was adjourned at 8:40 PM.