

**Westwood Public Library-Trustee Meeting Minutes**  
**September 17, 2012**  
**Meeting at the Islington Branch Library**

Present: Karen Coffey, Chair Mary Feeley, Eric Gutterson, Dan Lehan, Mary Beth Persons, Tom Viti, Alan McDonald, Don Friedl

Absent: Jane Wiggin

Staff Representative: Karen Cagan

No recording devices were used. The minutes of the July 9, 2012 meeting were approved with one typographical correction.

The Trustees discussed the Library Naming opportunities program. All prominent spaces in the new library have been committed. There will be a plaque dedicated to former Trustee Ed Hansen in the new conference room. All remaining available opportunities were reviewed. A decision was made to make no changes at this date.

#### **Director's Report Highlights**

#### **MBLC Reports**

The required annual reports were submitted to the MBLC. Due to anticipated decreases in the borrowing levels, we will receive less money in State Aid. The amount is not significant and should only be temporary due to the construction.

#### **Budget**

Tom Viti discussed the preparation of the 5 year capital budget and the need to forecast repairs, especially for the Islington Branch. The weather impact on the building, both hot and cold, precipitate a need for a scheduled roof repair (\$25K) and a new deck (\$20K) by fiscal 2015.

#### **Project Update**

A schedule of project milestone dates moving forward was presented and discussed. The library staff is preparing for its move by boxing up files, etc. The library needs to close ahead of moving in to the new building so certain furnishings can be donated. Tom and his staff will not move out of the library until the new library is clean and ready for them to move in. The timeline and schedule is subject to change and has lots of moving parts.

Additionally, the PBC had a meeting with TLT on September 13 to resolve more issues and move the project along. The project is now 85% complete. Moving day should be in October.

### **Meeting Room Policy**

The Trustees reviewed a proposed draft of the new Meeting Room policy that will be in effect in the New Library. Tom will make more revisions and the Policy will be discussed at the next meeting of the Trustees.

### **Employee Request for Reduced Work Schedule**

Tom submitted a summary of a request from Loretta Eysie, Head of Children's Services and library employee for 18 years, to reduce her work hours for an interim period leading up to her retirement in the spring of 2013. Effectively, the request is an accommodation to the library, since Loretta has agreed to retire later than she would have since the new Library has been delayed. The Trustees reviewed the summary and determined that it is in the best interest of the Library to approve the arrangement.

Eric made a motion to approve a temporary reduced work schedule from 35 to 20 hours for the current Head of Children's Services. The motion was approved unanimously.

### **Other Business**

The Friends of the Library will hold their annual drive in October. Look for the mailing to be sent then.

The Lions Club has requested that the Library place an eyeglass receptacle at the Library so patrons could deposit old glasses there. The Trustees determined that at this time these types of requests are not in keeping with the interests of the Library.

Dan made a motion that no outside receptacles of any kind are allowed on the Library property. The motion was unanimously accepted.

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

Trustees Agenda

Trustee Minutes from the 07/9/12 meeting.

Library Director's report 8/13/12-9/11/12

August Statistical report

Summary sheet-grants and gifts approval

Departmental Expenditure Report dated 9/13/12

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

Draft Westwood Public Library Meeting Room Policy

Westwood Public Library Conference Room Request Form

Westwood Public Library Naming Opportunities—July 2011

The meeting was adjourned at 8:55 PM.

Submitted by: Mary Beth Persons