

**Westwood Public Library-Trustee Meeting Minutes**  
**February 13, 2012**  
**Meeting at the Islington Branch Library**

Present: Mary Feeley, Chair Dan Lehan, Mary Beth Persons, Jane Wiggin, Director Tom Viti  
Absent: Karen Coffey: Eric Gutterson  
Staff Representative: Karen Gallagher

There were no recording devices being used. The minutes of the January 9, 2012 meeting were approved with revisions.

**Director's Report Highlights**

**Project Update**

The MLN has a one-time fee of \$1250 for any member libraries choosing to add RFID services. The fee covers the time of the Network's Central Site staff to enable and test the communications piece. The fee is not part of the operating budget, nor is it a new project budgeted cost. The Board approved a motion to take the funds out of the State Aid account that currently has a balance of approximately \$23K. The State Aid account is a separate library account with money set aside for library use at the discretion of the Board. Funds are awarded annually for compliance with the MBLC regulations.

**Permanent Building Committee**

Tom Viti discussed the project work schedule with the Committee and TLT's current schedule projections.

**Colburn School**

Town Planner Nora Loughane and Business Development Officer Chris McKeown presented the agreement reached with Coffman Realty regarding the cross-easement parking between the library and the Colburn School. The cross-easement allows library patrons to park on private land owned by the Colburn and conversely, allows residents of the Colburn and bank customers to park on library property. There will be no overnight parking allowed on library property. Coffman will cover part of the cost of preparing and paving the area that is currently occupied by the Colburn in exchange for the easement, since the school development lacks the necessary spaces needed for zoning purposes. The Trustees discussed the merits of the cross-easements and determined that it is the best interest of the library. The Trustees present were unanimously in favor of the proposed cross-easement. Town officials and Tom Viti will be at the Planning Board Meeting when Coffman Realty presents its parking and landscape plans.

**2012 Budget**

Salaries are running right on budget. Utilities are more difficult to budget, but all departments within the town experience the same thing. Electricity is running over budget, while gas is running under budget.

**Other Business**

The Board approved a cell phone provided by the Town for library business for the Library Director.

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

Trustee Minutes from the 01/09/12 meeting.

Library Director's report 1/10/12-2/7/12

January Statistical report

Summary sheet-grants and gifts approval

Departmental Expenditure Report dated 2/9/12

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

The meeting was adjourned at 9:00 PM.