

Board of Library Trustee Minutes – October 8, 2013

Westwood Main Library

No recording devices

In attendance: Tom Viti, Mary Feeley, Mary Beth Persons, Richard Wade, and Jane Wiggin

Absent: Karen Coffey

Guest: Susan White

1. Minutes – September 9, 2013 minutes accepted
2. Director's Report
 - Discussed what statistical data will be useful to the trustees in evaluating the usage of the libraries and planning for the future.
 - The usage of the meeting room has been very heavy. The use of the meeting room may need to be restricted to the hours the Library is open or addition custodial staff may be needed. Tom is currently tracking usage and will make a recommendation to the Trustees, if needed.
3. Quarterly Department Reports - Tom noted:
 - a. Adult Services – the summer has been very busy for the circulation staff due to training of patrons, issuing new cards and increase in interlibrary transfers within RFID libraries.
 - b. All Westwood High School yearbooks from 1946 forward have been digitized and are available on the Internet Archive.
4. Library Building Project – There are still items that are not working. The subcontractors have been notified that all work must be completed promptly to insure any issues will be covered by warranty. Lighting remains an issue and Yardworks needs to complete several items.
5. Colburn School Project – Progress is being made. There is some interference in the flow of Library traffic by the construction vehicles blocking the driveway, but the contractor is responsive to requests the vehicles be moved.
6. Library Dedication Ceremonies – Tom informed the Board of online links to view pictures and video.
7. Trustee Vacancy – Dan Lehan has resigned from the Board. The Board of Library Trustees and Board of Selectmen will meet in a joint session on November 4, 2013 to appoint a new trustee who will fill this seat until the next town election on April 29, 2014.
8. Library Corporation update – The Board of the 21st Century Fund will be asked to meet jointly with the Trustees on November 4.
9. Old Business – none
10. New Business – The Trustees voted to accept and expend funds.

Mary Feeley moved and Mary Beth Persons seconded a motion to adjourn.

Handouts: Trustee Agenda, Letter form Town Clerk, Minutes of the October Trustees meeting, Library Director's Report, Quarterly Department Report, and Departmental Expenditure Report