

Board of Library Trustees Minutes - September 9, 2013

Westwood Main Library

No recording devices

In attendance: Tom Viti, Karen Coffey, Dan Lehan, Mary Beth Persons, Richard Wade, Jane Wiggin

Absent: Mary Feeley

Guest: Caroline Tighe

1. Minutes - August 19 minutes accepted
2. Library Director's Report:

Capital Budget Request

Tom submitted the Library's five year capital budget request to the Town Finance Department in August. Two requests from last year's budget are listed for FY 2015. These are the repairs to the roof and the rear stairs of the Branch Library. The estimated costs are \$25,000 for the roof and \$22,000 for the stairs.

A Special Town Meeting has been scheduled for November 18.

Dedication Ceremony

Discussion centered on the Library Dedication Ceremony to be held on September 15. Mary Beth Persons is in charge of the proceedings. There will be a ribbon cutting ceremony. Speakers include Mass Board of Library Commissioner George Comeau, State Representative Paul McMurtry and Board of Selectman Chair Nancy Hyde, who will address guests in the Community Meeting Room of the Library. There will also be a slide show. Refreshments will be served in the Gallery.

The Westwood High School Jazz Band, under the direction of Director of Music Rob Goldman, will perform in the Gallery. Invitations for the Dedication have been sent out.

The Friends of the Westwood Library will be sponsoring a sale of books upstairs in the library on the day of the Dedication.

The Architectural firm that designed the new Westwood Library, Finegold, Alexander and Associates, is underwriting the food costs of the dedication ceremony.

Main Library Usage

The Main Library had over 26,000 people visit in August, which is more than double for a normal month. It is obvious that people are using the new Library for various purposes, including programs, meetings, study and Internet access.

Town Committees

The Municipal Facilities Task force has drawn up a list of possible locations in Westwood for new or expanded public safety facilities. The Task Force will meet twice in October.

The Human Services Function Group will hold its first meeting on September 4 at the Main Library.

Annual Goals

As a Public Service Department head, Tom will be working to introduce the public to the new Westwood Library and its services. The Library will also purchase new materials that will support the students of the Westwood Public schools with titles that reflect the school's curriculum.

Sixth Grade Visits

The Library is working with the Thurston Middle School to set up the visits to the Library by the sixth grade students. There are 260 students in the sixth grade. They will be divided into two groups and each group will come to the Library for an orientation on services at the Library.

Project Update

Progress on finalizing the lighting and shade systems has been disappointing. More work is required to enable the lights to be used efficiently. John Sayre-Scibona has notified the sub-contractors that all work must be finished promptly.

The Children's Garden Area has had three memorial benches installed. A tree has been planted in memory of Nancy Sullivan.

A bad storm has affected the Library lights. A maintenance agreement is needed for the lights to be repaired over the Internet.

Old Business

The next scheduled meetings of the Library Trustees will be held on October 8 and November 12.

A plaque in memory of former Library Trustee Ed Hansen has been ordered for the Library Meeting Room.

New Business

The Trustees voted to expend funds.

Jane Wiggins moved and Mary Beth Persons seconded a motion to adjourn. Meeting was adjourned at 9:10 PM.

Handouts: Trustees Agenda, Minutes of the August Library Trustees Meeting, Library Director's Report, Circulation figures, and Departmental Expenditure Reports.