

Board of Library Trustees Minutes - December 9, 2013

Westwood Main Library

No recording devices

In attendance: Tom Viti, Karen Coffey, Mary Feeley, Mary Masi-Phelps, Mary Beth Persons, Richard Wade, Jane Wiggin

1. Minutes - November 4, 2013 minutes accepted
2. Library Director's Report:

Budget Review

Tom discussed the 2015 budget. There is an increase in the computer maintenance budget. The budget also added twelve hours a week of custodial hours. The Personnel Board will request a position review of employee job descriptions, which the Town likes to do every five years. The Library budget for FY 2015 will be \$1,080,369. The Board voted to approve the FY 2015 Library budget. Any step increases in the Library budget are always done as of July 1.

Branch Library

Tom gave a comparison of the Main and Branch Library circulations from 2008-2010. Precinct Four had the greatest use of the Branch but a majority of these residents used the Main Library. There has been an increase in circulation at the Main Library in the children's area and a decrease in children's at the Branch. The Town's Facilities Task Force report is due in May and there have been questions raised about the future of the Branch. There are tentative plans to hold a meeting in January on the Branch issue. An attempt to close the Branch in 2005 met with opposition at Town Meeting.

Library Project

Discussion centered on items that need to be completed for the new Library project. These include lights and shades. The Permanent Building Committee continues to approve invoices for the project.

Art Exhibit Policy

Tom discussed the new policy on exhibiting art at either the Main or Branch libraries. Jane Wiggin suggested that there be an addition to the policy on the release form. It would read "I have read and understand the policy" on the form.

Old Business

Discussion centered on the Library's new sex offender policy.

New Business

The Board voted to accept and expend funds.

Motion to adjourn at 9:45 PM,

Respectfully submitted,

Karen Coffey

Handouts: Trustees Agenda, Minutes of the November Library Trustees Meeting, Library Director's Report, Circulation figures, Departmental Expenditure Reports, Westwood Library FY Budget Summary, DPW Building Maintenance for the Westwood Library for FY 2015 and the Westwood Library Art Exhibit Policy and Art Exhibitor Release Form.