

**WESTWOOD PUBLIC LIBRARY
TRUSTEES MEETING MINUTES
05/10/10**

Present: Karen Coffey, Mary Feeley, Eric Gutterson, Jane Nash, Jane Wiggin, Director Tom Viti, Staff Representative June Tulikangas.

Absent: Dan Lehan.

The minutes of the April 12th Trustees meeting were approved without revision.

Director's Report

- Westwood voters overwhelmingly approved funding for the new main library. The actual vote count was 1,480 in favor and 830 opposed.
- The Library salary account has received an additional \$7,000 for the FY2010 budget that will cover an anticipated shortfall due to various staff absences.
- An all-staff meeting was held on 4/29/10. Topics discussed were the new library architectural plans, service availability during construction, annual staff performance reviews and a new vacation policy.
- The 21st Century Corporation will meet on Monday, June 14th prior to the regularly scheduled Trustees meeting.
- The Permanent Building Committee will meet within the next two weeks to finalize the contract with Finegold, Alexander.
- Mary Beth Bernard will present a proposal to the Personnel Board on May 26th to allow employee family members to use some portion of the employee's accrued sick days. The Trustees voiced sympathy for her request.

Election of Trustee Officers

The following officers were unanimously elected for 2010-11: Chair: Jane Wiggin, Secretary: Eric Gutterson, Friends liaison: Karen Coffey, Permanent Building Committee liaison: Dan Lehan.

Library Planning and Architect Update

- The PBC will be meeting 5/11/10 to start establishing procedures and processes.
- Pam Dukeman will be identifying town accounts to access during construction.
- The Permanent Building Committee will be receiving a contract to sign with Finegold, Alexander.
- Stefura Associates (furnishings) will be invited to our June meeting to present their ideas.
- An advisory committee will be formed on furnishings. Potential invitees include Liz Knight, Melinda Mips, library staff representatives, and Mary Feeley. Barbara Hayes will receive a courtesy invitation as her schedule is busy.
- Town Treasurer Jim Gavin is working on timing for the bond issue.
- The Trustees will likely continue monthly meetings over the summer as construction plans coalesce. July 12 and August 16 were selected.

Library Planning and Architect Update

- Tom will meet with the Library department heads next Monday to continue discussions on patron services during the construction period.
- Nancy Hyde, Chair of the Board of Selectman, will put together a Colburn School taskforce.

Fund Raising

- The Trustees are considering a town-wide mailing before summer.
- Diane Parazin will be contacted for potential FOL volunteers.
- Major donors will be re-engaged.

Old Business

- We are seeking a replacement trustee for Jane Nash. Mary Beth Persons and Sharon Papetti were mentioned as possibilities.

New Business

- The Trustees declined a request to use the Library as a book drop off site for a specific cause, feeling that this might set a burdensome precedent on both the current facility and the staff.
- Zero-based funding will be in effect for FY2011 and the Library is close to the edge on cutting patron services.

The Trustees voted to accept gifts and expend monies as listed in the Trustees' meeting materials.

The Trustees presented Jane Nash with a Tom Dunlay painting in recognition of and appreciation for her many years of service to the Town as a Library Trustee.

Next meeting: Monday, June 14th at 730pm at the Main Library.

The meeting was adjourned at 8:55pm.