

WESTWOOD PUBLIC LIBRARY
TRUSTEES MEETING MINUTES
06/14/10

Present: Karen Coffey, Mary Feeley, Eric Gutterson, Dan Lehan, Jane Wiggin, Director
Tom Viti, Staff Representative June Lenzo.

Guest: Mary Beth Persons

The minutes of the May 10th Trustees meeting were approved without revision.

Director's Report Highlights (copy available on request)

- Children's Librarian Katie Corrigan has resigned effective 5/25/10. We have received 30 applications so far to fill the position.
- Completed personnel evaluation forms are due back to the Personnel Board by June 25th.
- Jane Nash officially resigned as a trustee 5/27/10 due to her move to New Hampshire. Mary Beth Persons and Sharon Papetti expressed interest in filling the balance of Jane's term.
- Tom believes the library will not need to use the entire \$7,000 requested from the Town to meet the FY2010 budget and perhaps as little as one half.
- The RFID (**R**adio **F**requency **I**dentification) scanning technology for use in book scanning looks promising from an improved efficiency and long term cost reduction perspective but needs to be balanced against a large upfront investment cost of approximately \$100,000.

Stefura Associates

The original presentation date of June 14th had to be rescheduled at Stefura's request to the July Library Trustees meeting date (July 12th).

Trustee Vacancy and Presentation

Mary Beth Persons presented herself as a candidate to fill Jane Nash's term. A Westwood resident since 1997, she is an avid reader and has been active in a number of Westwood community organizations including the PTOs, the Westwood Educational Foundation and the Community Chest. Following a question and answer session the Trustees voted unanimously to recommend that she fill the balance of Jane Nash's term, which expires in 2011. Her installation will need to be approved by a joint vote of the current Trustees and the Selectmen at the June 28th Selectman's' meeting.

Library Planning and Architect Update

- The Design Techniques, Finegold, and Stefura contracts have been approved.
- The first installment (\$1.1 million) of the state grant is expected in late July.
- There will be a Westwood Conservation Commission ruling on the drainage ditch on High Street that may qualify as wetlands.

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Library Planning and Architect Update (cont.)

- Dan Lehan and Tom will be members of the Colburn School Reuse Task Force that will also include the Town engineer, new DPW director Vicky Vickery, a local real estate agent and Peter Paravalos, member of the Westwood Historical Commission.

Fund Raising

- It looks like the town-wide mailing brochure will go out in the next week or two.
- Melissa Lynch will be meeting with the Friends of the Library to strategize on additional fund-raising.
- Ruotolo Associates will attend our July meeting to update the Trustees.

Old Business

- The Trustees reviewed and approved language of proposed Town of Westwood public employee revised "Use of Sick Leave" language that would allow employees to use up to 5 days of accumulated sick leave to care for family members, defined as spouse, child or parent, rather than themselves.
- Staff evaluations are in the process of being written. There is a new form for the Library Director, which Jane Wiggin will obtain from Mary Beth Bernard and disseminate to the Trustees.

New Business

- Jane Wiggin asked the Trustees to consider reading some agenda materials on line prior to the meeting to replace printing them out and reduce paper usage. The Library Director was asked to disseminate the reports in a pdf format.

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

Next meeting: Monday, July 12th at 7:30pm at the Main Library.

The meeting was adjourned at 8:50pm.