<u>**WESTWOOD PUBLIC LIBRARY**</u>
<u>**TRUSTEES MEETING MINUTES**</u>
<u>**07/12/10**</u>

Present: Karen Coffey, Mary Feeley, Eric Gutterson, Dan Lehan, Mary Beth Persons, Jane Wiggin, Director Tom Viti, Staff Representative Loretta Eysie.
Presenter: Lianne Ames, Stefura Associates
In attendance: Alan Macdonald

The minutes of the 06/14/10 and 6/28/10 Trustees meeting were accepted without revision.

Director's Report Highlights

- Tom and Loretta Eysie received over 50 applications for the Children's Librarian position vacated by Katie Corrigan's resignation. They will be interviewing 3 finalists. They have been impressed by the quality of all the candidates.
- The FY 2011 MBLC budget was cut 40%, which is deep but could have been worse.
- The annual summer reading programs are in full swing and the Go Green @ Your Library special program is off to a great start.

Stefura Associates Presentation (new Main Library interior design)

- Stefura has a long and excellent working relationship with Library architect Finegold, Alexander.
- They emphasize materials that are durable, timeless, comfortable, flexible and affordable.
- The initial design phase starts with receiving input from various library user groups from which Stefura creates multiple solutions embodied in schematic designs. These are then fine tuned using actual samples before finalizing.
- The next phase includes making specifications tight and the contract documentation is completed properly before going out to bid. Stefura will help to analyze the bids received.
- After the contract is awarded, Stefura will continue to track the process to ensure compliance with agreed-upon specifications.
- Stefura recommends that we select at least three acceptable choices per category versus choosing only one really great one in order to minimize the chances of being given an unattractive substitute if our original choice is unavailable.
- Finishes choices (paint, rugs, etc.) go out with the bid documents. Furniture is generally delayed until approximately one year before the expected completion date to better incorporate recent product design or state changes.
- Lianne emphasized that this is an evolutionary process and encouraged feedback be given to the Library Interiors Committee as the project moves forward.

2.

WESTWOOD PUBLIC LIBRARY
TRUSTEES MEETING MINUTES
07/12/10

Open Meeting Laws
- The trustees were briefed by Director Tom Viti on the new changes to the open meeting laws promulgated under the Ethics Reform Act which took effect on 7/01/10 and include new rules for posting meetings, going into executive session, and keeping minutes amongst other things.
- An article from the "Municipal Advocate" discussing the major changes was distributed to the Trustees.

Library Planning and Architect Update
- The Library Building and Interior Committees met with Finegold, Alexander and Stefura Associates on June 21st. The project's costs are currently being reviewed by estimators and DTI, Inc.
- The geotechnical borings and wetlands study findings were positive.
- George Comeau, Chair of the MBLC, will personally present the first check from the State to the Town at the 7/19 Selectmen's meeting.
- The Interiors Committee will be meeting with Stefura on 7/20.

Fund Raising
- The Town-wide mailing brochure will be going out this week.
- Tom has requested an updated contract from Ruotolo Associates.

Old Business
- Jane will receive any Trustee feedback on the Library Director's FY 2011 goals.

New Business
- Documents Distributed at Meeting in accordance with Open Meeting Laws:
  Town balance of accounts
  Department Heads Quarterly Reports
  Library Director FY 2011 Draft Goals
  Library Director report June –July 2010
  Draft contract with Ruotolo Associates
  Monthly statistical report June 2010
  Open Meeting Law article
  Trustee Minutes from June 14 and 28, 2010
  Summary sheet Grants and Gifts approvals

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

Next meeting: Monday, August 16th at 7:30pm at the Main Library.

The meeting was adjourned at 9:30pm.