

**Westwood Public Library
Trustee Meeting Minutes
March 23, 2010**

Present: Karen Coffey, Chair; Tom Viti, Library Director; Mary Feeley, Dan Lehan, Jane Nash
Absent with notice: Eric Gutterson, Jane Wiggin

Guest: Jay Caporale & Melissa Lynch, Ruotolo Associates; Anne Thomas, staff

Minutes accepted

Director Report accepted

FY 11 Budget request approved

Old Business – None

New Business – Charter Commission: The Trustees agree to suggest to the Commission that a 5 member Board of Trustee's be considered. The Trustees felt a five-member board was more in keeping with other boards in town and would eliminate tie votes.

Income and Expenditures approved

Vote Campaign

The majority of the meeting was spent discussing getting out the vote for the April 27th town election and the fund drive with advisors Jay Caporale and Melissa Lynch.

Melissa Lynch handed out a list of activities which were discussed.

It was decided to have:

- “Yes” Signs to go back up no sooner than April 13
- Press releases each week
- Letters to the editors each week
- A 4 stage email campaign
- Telephone reminder to supporters
- Displays and Library Trustees to speak at LWV Candidate Forum
- Sign holding
- Library Tours
- Book Marks will be developed to hand out at various events
- Presentations before various groups will continue as appropriate

There will be one Vote Committee meeting to begin with. Others will be called as necessary Friends of the Library President Diane Parazin will be notified and the Friends of the Library will be urged to join the Trustees in this last major effort to get a positive vote on April 27th. Melissa Lynch will set up a spreadsheet listing activities, lead persons, assignments dates and times.

Fund Drive

Tom reported that donations continue to be received. Melissa and Jay said the campaign will move from the quiet stage to the public stage one week before the April 27th all town election to add to the publicity planned by Trustees. Plans for the Public Stage were discussed.

Meeting began at 7:39 pm

Adjourned at 9:05 pm

Respectfully submitted

Jane Nash, Clerk