

Westwood Board of Library Trustees
December 11, 2019
Westwood Public Library, Meeting Room
660 High Street, Westwood, MA 02090

Mr. Fitzgerald called the meeting to order at 7:30pm
No recording devices present.

In Attendance: Library Trustees: Paul Fitzgerald (Chair) Jessica Cole, Mary Beth Persons and Maureen VonEuw; Library Staff: Tricia Perry
Absent: Mary Masi-Phelps & Wendy Thornton

Approval of Minutes: Minutes were accepted as presented. A motion was made/seconded (Cole/VonEuw) to approve the minutes from November 4, 2019. All present were in favor.

Director's Report Islington Branch "Pop-Up" Library is operational. Branch staff are working with community partners, including Youth and Family Services and local businesses, to create additional programming opportunities. The Adult Book Group will be meeting at Dunkin Donuts, and a special book group and ice cream event is being planned for children at Berties.
Ms. Perry expressed her thanks to the staff of the branch, YFS, and the DPW for their help and support throughout this transitional process.
Felicia O'Keefe is settling into her position as our Teen Librarian. One of the first items of business was the creation of a new name for the teen volunteer group, which is now "YABOI".
Library Action Plan for FY21 has been submitted and approved by the Massachusetts Board of Library Commissioners (MBLC).
Staff will research possible nomination of FOL group for MLS "Outstanding Friends Award," with a focus on what makes our FOL group so special.

Islington Branch Library - Update Ms. Perry stated that the excavation work has been completed. Next step is bidding out foundation work and GC work for vertical construction. Ms. Perry and Ms. Connors (Branch Librarian) are attending construction meetings and will keep the Trustees updated.

21st Century Fund – Fundraising Planning Update Ms. Persons stated that the 21st Century Fund Fundraising letter went out to 350 individuals, with some responses already received. Mr. Fitzgerald complimented Ms. Persons and Ms. Masi-Phelps on their work on behalf of the Fund.

Friends of the Library – Update Ms. VonEuw, stated that Friends Membership is up from prior years. The FOL fundraising letter has been mailed to Westwood households (5749 letters). Book sale revenue was also up from last year.

Budget Update Ms. Perry stated that the budget is on track. FY21 budget process is now underway, and preliminary FY21 budget has been submitted.

Action Plan – FY21 (MBLC) The FY21 Action Plan was submitted to the Massachusetts Board of Library Commissioners (MBLC) in November. MBLC approval has been received, which allows library the opportunity to apply for grant funds. Ms. Riportella and Ms. Perry are presently working on a grant.

Approval of Acceptances and Expenditures Mr. Fitzgerald asked for a motion and a motion was made/seconded (VonEuw, Persons). All were in favor.

New Business Ms. Perry shared correspondence received from a patron. Ms. Perry will respond and keep the Trustees updated. Census Bureau staff will be hosting registration for census workers in the gallery at the Main Library for the next several weeks. Beacon Communities, which owns Highland Glen Apartments is making a donation to the Friends of the Westwood Library to fund 3 new Library Passes. The Trustees accepted a motion for a letter of commendation to be written to Ms. Karen Gallagher for her outreach efforts with residents of Beacon Communities and Highland Glen, a copy of which shall be placed in her personnel file (VonEuw/Persons). All were in favor. The Library received initial (1 of 2) FY20 State Aid payment. Planning is underway for Teen Study Nights (January 2020). The Trustees accepted a motion to authorize Director to use State Aid to explore improvements to Teen Librarian space. A motion was made/seconded (VonEuw/Persons). All were in favor. Teresa Kerrigan is retiring after 19 years working as a Reference Librarian at the Westwood Public Library. Ms. Perry will explore options to honor Ms. Kerrigan's tenure with a reception/celebration.

Handouts: Agenda, Minutes 11/4/2019, Director's Report December 2019, FY21 Action Plan, Branch Support Letter, FY21-25 Capital Improvement Plan, Monthly Stats November 2019, Departmental Expenditure Report, Trustees Accept and Expend Reports, Memorandum of Understanding MMO.

Next Meeting: Monday, January 6, 2020 at 7:30 pm at the Main Library 660 High Street, Westwood, MA 02090

Adjournment: At 8:27 pm a motion was made/seconded. (Persons/VonEuw). Motion was approved unanimously.

Respectfully Submitted:
Jessica Cole