

**Westwood Board of Library Trustees
September 14, 2020 at 7:00pm
Via Remote Participation, Zoom Webinar
Westwood Public Library
660 High Street, Westwood, MA 02090**

Chairman Fitzgerald called the meeting to order at 7:00 pm.
Video recorded and live streamed through Westwood Media

- In Attendance: Trustees: Paul Fitzgerald, Chair, Mary Masi-Phelps, Mary Beth Persons, and Maureen VonEuw
Library Staff: Tricia Perry
Westwood Media: Connor Lynch
Absent: Trustees: Jessica Cole, Wendy Thornton
- Approval of Minutes: Minutes were accepted as presented. A motion was made/seconded (Masi-Phelps/VonEuw) to approve the Minutes from June 26, 2020. Trustees Fitzgerald, Masi-Phelps, and VonEuw were in favor. Trustee Persons abstained due to absence in June.
- Director's Report: Director Perry highlighted several areas of her report for the board:
Summer Reading:
11,726 Books Read by 1114 Readers = 775,988 Minutes of Reading! This year's Summer Reading Champion is the Martha Jones School. The summer reading program this year also included a goal for Community Reading of 10,000 hours. This goal was reached fairly quickly; total hours for community reading in Westwood: 36,586 Hours!
Circulation:
On June 29th, we rolled out Curbside Holds for the Westwood Community. During July and August, our curbside delivery included 436 Kid and Teen "Book Bundles," individually curated by Children's and Teen Librarians; and an additional 72 "Click, Grab, and Go" bags curated by our Adult Services staff. Since starting, Curbside Holds Pick-Ups, more than 3,000 pickups have been accommodated. Cumulative circulation for the months of June, July and August totals over 20,000 (including remote renewals). Circulation staff have also coordinated the fulfillment of 55 Museum Pass Requests during the past month.
Outreach Services:
Homebound Delivery (coordinated by Karen Gallagher) continues to be an important part of our community outreach. Claire Connors is also working with Lina Arena DeRosa (COA) to provide "Books and a Bite." This new collaborative initiative offers seniors an opportunity to have a lunch delivered to their door with books and other library materials accompanying the delivery. Lina coordinates the lunches with Hessco Elder Services and COA van drivers deliver the lunches to the Library on Thursday. Claire, Karen and Caitlyn complete the circle, delivering books (or other library materials) with the "bites".

The Westwood Library Staff has done an exceptional job; and Director Perry and the Trustees are grateful to every staff member for their contributions to this effort!

Phased Reopening of Municipal Facilities:

Director Perry reports that she and her staff are now working on introducing our first phase in moving towards a gradual reopening of the Library and other Town departments and buildings. Beginning on Monday, October 5th, limited browsing will be available by appointment in the Community Room and Gallery Area. We will be creating a new Adult Browsing Collection which will be housed in the Community Room, and the Gallery will be dedicated to Children's Collections. (Teen Collections will also be available, but we have not yet identified in which space!). We will be coordinating this effort with other town departments, and will be utilizing some of the "mobile shelving" that we repurposed for the Islington Branch "Pop-Up" as well as the existing mobile shelving in the Children's Room. Masks will be required, and staff will have the necessary PPE equipment and gear needed for a smooth and safe reopening plan. We will be coordinating and communicating throughout this process with the schools and other municipal departments. If this first phase proves successful, we hope to be able to introduce additional services and resources as we move forward. Next week we will be working on creating the physical layout of the space and on securing the necessary equipment and supplies needed. As we move towards the scheduling of browsing, we anticipate that browsing appointments will include special hours for seniors or others who may be immune compromised.

Wentworth Hall/Islington Branch Library - Update:

Director Perry reports that the foundation work is complete, and the Town of Westwood is now moving forward with selection of a General Contractor. Bids have been received, and the scope of work includes the relocation (panelization) and renovation of Wentworth Hall. A contract is expected to be signed in the next few weeks, with construction beginning shortly thereafter. The project is projected to take approximately 9 months or so for completion. When complete, the new Wentworth Hall will include the offices of Youth and Family Services, the Islington Branch Library, and an expansive basement that will be available for use by municipal and community groups.

This project has proved a bit more complicated than originally anticipated, and Director Perry would like to acknowledge the remarkable efforts made by the Town Administrator, Chris Coleman, and Assistant Town Administrator Pam Dukeman, as well as members of the PBC, the Islington Task Force, and especially Nora Loughnane and Michelle Miller Peck who have been instrumental in moving this project forward.

Comprehensive Plan - Town of Westwood - Library Trustees' Letter of

The Board having reviewed the Letter of Support for the proposed 2020 Comprehensive Plan for the Town of Westwood; Chair Fitzgerald asked for a motion and a motion was made/seconded

Support:	(Persons/Masi-Phelps). All present were in favor.
Friends of Westwood Public Library Update:	Trustee VonEuw reported that the Friends of the Library met September 14th. Highlights of the meeting included acknowledgement of generous memorial gifts to a fund in memory of Carol Blumental, who will be greatly missed. The Book Sale Committee is ready to go but of course they don't know when. Book donations are not being accepted currently due to storage and quarantine issues. The annual meeting is scheduled for Tuesday, October 20, 2020, at 7:00 p.m. Lynne Viti is the author/speaker. The event is set up through Eventbrite Zoom. The FOL board will send a Community Appeal letter this fall.
21st Century Fund Update:	Trustee Masi-Phelps reported that the Directors met in July at which time Don Friedl stepped down and the board welcomed Torsten Becker. In addition, Eric Gutterson will be transitioning from the board this fall. The Directors have a possible candidate to join the board in October. Trustee Masi-Phelps reported that the Fund has been in receipt of a significant gift in memory of Louisa Fairbanks, who worked at the Westwood Public Library for many years. The Fund has established an Amazon Smiles account and is receiving some donations through that program.
Budget FY 21:	Director Perry reports that we are in good shape in regards to the budget. Capital requests are due 9/25/20. As the contract for the sorter is ending, options will be reviewed for equipment or technical updates going forward.
Staffing Update:	STAFFING: The Covid-19 environment has resulted in several changes in our staffing, including several retirements over the past several months, with Marie Lydon and Jean Todesca retiring this summer from their part-time positions as Reference Librarians to spend more time with family. We appreciate their years of service, and wish them the very best as they embark on a new chapter. Felicia O'Keefe will be celebrating her one-year anniversary as the Teen Librarian at the Westwood Public Library. (She joined us in September 2019!).
Library Holiday Schedule (For Board Approval):	The Board will address the Holiday Schedule in October to allow for further discussion regarding Juneteenth.
Approval of Acceptances and Expenditures:	Chair Fitzgerald asked for a motion and a motion was made/seconded (Masi-Phelps/VonEuw). All present were in favor.
New Business:	Library Assistants: As we move toward a phased reopening plan, adjustments to our regular schedule have been made to better reflect actual hours worked. Working in tandem with our Town Administrator, Assistant Town Administrator and the Head of Human Resources, a review of part-time benefit eligible positions

was made to ensure that vacation and sick leave accruals are consistent with the regularly scheduled hours.

Director Perry discussed a proposed reorganization of the staffing model which may allow for an expanded role for a senior staff member. She is working with Chris Coleman (TA) and Joan Courtney Murray (HR) on this initiative.

Handouts: Trustees Agenda 9/14/20, Minutes 6/26/20, Comprehensive Plan 2020 letter of Support, Cover Letter to Library Trustees from Comprehensive Plan 2020 Committee, Curbside Holds Expanded Hours Notice, Jonathan Loring - Louisa Fairbanks Letter, Westwood Public Meetings Internal Guidelines, Westwood Summer Reading Infographic, Monthly Stats August 2020, Acceptances and Expenditures, Departmental Expenditures, Director's Report September2020

Next Meeting: Monday, October 19, 2020 at 7:00 pm - via Zoom, Westwood Public Library.

Adjournment: At 7:42 pm a motion was made/seconded (Persons/Masi-Phelps). All present were in favor.

Respectfully Submitted:
Maureen Murphy VonEuw