

**Westwood Board of Library Trustees**  
**November 9, 2020**  
**Remote Video Meeting**  
**Westwood, MA 7:00 pm**

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

In Attendance: Trustees: Paul Fitzgerald, Chair, Jessica Cole, Mary Masi-Phelps, Wendy Thornton, Maureen VonEuw, Marybeth Persons  
Library Staff: Tricia Perry, Karen Gallagher, Lizzy McGovern

Approval of Minutes: Minutes were accepted as presented. A motion was made/seconded (Masi-Phelps, Cole) to approve the minutes as presented from October 19, 2020. All present were in favor.

Director's Report: Accepted as presented. The library continues to offer so many great services/programs while not being fully open; curbside pickup for books and take and make crafts, online book groups, reading challenges etc. The "Volunteens" are going strong with their Halloween activities as well as developing new programs. The library will be working with the middle school to hold virtual library field trips. The "Books and a Bite" program with the COA continues to grow in popularity. Clair Connors will be heading to the Pine Street Inn to drop off all the hand-made hats knitted by the Sit and Knit Club.

Library Action Plan: The Trustees reviewed the Library Action Plan. A motion was made/seconded (Von-Euw/Thornton) to approve the plan. All present were in favor.

Phased Re-Opening of Municipal Facilities: The curbside pickups continue to go strong. Browsing by appointment was rolled out with success and discussions have begun to add the Children's room for browsing appointments. All safety requirements were discussed and implemented such as air purifiers, one-way traffic flows and plexiglass partitions where appropriate.

Islington Branch Library - Update: Work is continuing on the Wentworth Hall Project in Islington. Tower Construction is the successful bidder for the GC contract. Site work has begun and a current member of the Public Library staff has been taking photos of the various stages of the Islington Branch Library that will eventually be part of the time capsule which will be placed in the new Wentworth Hall/Islington Branch Library.

21st Century Fund Update: Trustee Masi-Phelps reported that new board member, Brian Mulvey has started. The Fund is doing well and will be sending out its annual fundraiser initiative in the near future. The Poet Laureate position was discussed and supported by the 21st Century Fund.

Friends of the Westwood Library Update: The Annual Meeting was held on 10/20/20. Lynn Viti, local poet, did a reading. At the December meeting new positions will be voted on.

Staffing Update: Carol Devlin will be retiring at the end of November. Library Trustees thank her for all of her hard work and dedication over the past 38 years that she has worked at the Westwood Public Library. A reception for Carol will be held on 11/24/20. We are in the process of interviewing for the position of Head of Adult Services, a position recently vacated by Molly Riportella.

Library Holiday Schedule: A motion was made/seconded (Masi-Phelps/ Thornton) to approve the library holiday schedule. All present were in favor.

Approval and Acceptances and Expenditures: Chair Fitzgerald asked for a motion and a motion was made/seconded (VonEuw/Cole). All present were in favor.

New Business: Westwood Historical Society approached the Library to collaborate on some events in the future. Historically these events have been well attended.

Handouts: Trustee Agenda; Minutes 10/19/2020; Acceptance and Expenditures; Director's Report, Monthly Stats Review; Action Plan FY22; Holiday Schedule 2021/22; Massachusetts Legal Holiday PDF; proposed modification to services; "Read In Color" flyer; "1000 Books Before Kindergarten"; "Book Explorers" flyer; "Westwood Woke" flyer.

Next Meeting: Monday, December 14, 2020 at 7:00 pm remotely via Zoom.

Adjournment: At 7:56 pm a motion was made/ seconded (Masi-Phelps/Cole). All present were in favor.

Respectfully Submitted:

Wendy Thornton