

**Westwood Board of Library Trustees**  
**December 14, 2020**  
**Remote Video Meeting**  
**Westwood, MA 7:00 pm**

Chairman Paul Fitzgerald called the meeting to order at 7:00 pm  
Video recorded via Westwood Media

- In Attendance: Trustees: Paul Fitzgerald, Chair, Jessica Cole, Mary Masi-Phelps, Wendy Thornton, Maureen VonEuw, Mary Beth Persons  
Library Staff/Other: Tricia Perry (Library Director), Lizzy McGovern (Head of Youth Services), and Joan Courtney Murray (Director of Human Resources for the Town of Westwood).
- Approval of Minutes: Minutes were accepted as presented. A motion was made/seconded (Masi-Phelps/ VonEuw) to approve the minutes as presented from November 9, 2020. All present were in favor.
- Director's Report: Accepted as presented. The expanded Express Browsing appointments have been going well. The library's collaboration with the COA and their program Books and Bites has been extended through the end of January. Library staff continue to engage with a wide variety of patrons and library supporters, including authors, knitters, and readers of all ages with Zoom programs and events. Fresh Air Storytime was held in November and December and was a successful roll out of our first "in person" programming. Planning is underway for additional Westwood Historical Society events in February and March. Claire Connors delivered scarves and hats made by the knitters club to the Pine Street Inn last month. The Library was in receipt of a generous donation of a collection of prints by Margaret and Otis Philbrick. These prints will be added to Philbrick prints that Library currently has and will be put on display once the Library is running at full capacity.
- Covid-19 Update and Phased Re-opening of Municipal Facilities: At this time, the Board of Health and the Town Re-opening committee are supportive of the Library continuing with the services currently being offered, including Curbside Holds, Browsing by Appointment, Books and Bites and Homebound delivery. Any additional services will be put on hold and reexamined in January.
- Budget Update: FY22 Budget (Salary and Expenses) has been submitted to Pam Dukeman for her review.
- Islington Branch Library- Update: Weekly meetings continue with the architect, project manager, Town Administration and Tower Construction. Site work has begun. The Islington Community Center is being readied to be turned over to the developer on December 18th.
- 21st Century Fund Update: The Fund did not meet in December; plans to meet in January 2021. Fundraising letter for the Fund was sent out to the community recently.

Friends of the  
Westwood Library  
update:

The FOL membership drive was a success. Funds will continue to support ongoing events/programs at the Library. The Friends are hoping to have their book sale once restrictions are lifted. The FOL is establishing a named scholarship opportunity for a high school student to honor the many years of dedication and support that Carol Blumental devoted to the Friends of the Westwood Public Library.

Staffing Update:

The search for Head of Adult Services and Adult Services/ Reference Librarian continues as Tricia works on potentially re-advertising both positions simultaneously. Additionally, two benefit-eligible Library Assistant positions for 20 hours in Circulation and Tech Services have been posted.

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:

None noted.

Handouts:

Trustee Agenda, Minutes 11/9/2020, Acceptance and Expenditures, Director's Report, Monthly Stats Review, 1000 books before Kindergarten, 610 library 2020 pmp narrative, 610 library FY22, donation letter, donation receipt, Library Dept Update, MLA Youth Services Interest Group, Read in Color Initiative flyer, Salary Budget FY 22' , Response to Questions on Operating Budget for FY22'.

Next Meeting:

Monday, January11 , 2021 at 7:00pm (remotely via Zoom)

Adjournment:

At 7:50 pm a motion was made/seconded (Masi-Phelps/Cole). All present were in favor.

Respectfully  
Submitted:

Wendy Thornton