



**Westwood Public Library
Board of Library Trustees
660 Main Street, Westwood, MA 02090
Westwood Public Library**

**Board of Library Trustees – Minutes January 11, 2021
Remote Video Meeting**

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: Lizzy McGovern; 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 December 14, 2020. All present were in favor.

Assistant Director's Report: Accepted as presented. Curbside pickups continue to be one of the most popular service options for patrons in the community. Express browsing is open by appointment only and has had a solid turnout. The Library is looking into a new software program that is an extension of the LibbApps which is currently in use. Our virtual programs continue to be a popular way for the community to connect with the library and others. Some of the highlights are the virtual book clubs, knitting club, storytimes, reading challenges and the ever so popular Take and Make activities. The Books and Bites program co-sponsored with the COA and Hessco Elder Services continues to grow in popularity. Additionally, the library was the drop off destination for three different drives over the past few months: Westwood Community Food Pantry, Linens N Love and the Daisy Troop Drop off for personal hygiene items.

Covid-19 Update and Phased Re-opening of Municipal Facilities: Joan Courtney Murray gave an update on the phased re-opening plans. Currently the town is adhering to Gov. Baker's recent restrictions on public gatherings and will re-examine the plan next month.

Islington Branch
Library- Update:

Weekly meetings continue with the architect, project manager, Town Administration and Tower Construction. Site work has begun. The vertical structure is going up and the building is taking shape. Tricia has reached out to Tucker Library Interiors for potential consultation services of the library layout and shelving plans pending Trustee approval. A motion was made/seconded (VonEuw/Cole) to authorized use of state aide for consultation services.

21St Century Fund
Update:

Fundraising efforts are going well and are on par with last year's efforts.

Friends of the
Westwood Library
update:

No update until the next Friends of the Westwood Library meeting.

Staffing Update:

Two in-house staff, Suzie Canale and Patti Wade, have accepted the open positions of Library Assistant in Tech Services and Library Assistant in Circulation. The positions of Head of Adult Services and Reference Librarian will be posted this week.

Approval and
Acceptances and
Expenditures:

Chair Fitzgerald asked for a motion and a motion was made/seconded (VonEuw/ Persons). All present were in favor.

New Business:

None noted.

Handouts:

Trustee Agenda, Minutes 12/14/2020, Acceptance and Expenditures, Director's Report, Monthly Stats Review, Department Expenditure Report, Flyers: Winter Reading Challenge, Paperwhite Kit, Winter Break Fun & Librarian Recommendations; Patron Feedback, Patron thank you email.

Next Meeting:

Monday, February 8 , 2021 at 7:00pm (remotely via Zoom)

Adjournment:

At 8 pm a motion was made/ seconded (Persons/Masi-Phelps). All present were in favor.

Respectfully
Submitted:

Wendy Thornton