

Westwood Board of Library Trustees
March 8, 2021
Remote Video Meeting
Westwood, MA 7:00 pm

Chairman Paul Fitzgerald called the meeting to order at 7:02pm
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, Karen Gallagher, Joyce Levine; Joan Courtney Murray
- Approval of Minutes: Minutes were accepted as presented. A motion was made/seconded (Masi-Phelps/ Persons) to approve the minutes as presented from February 8, 2021. All present were in favor.
- Director's Report: Accepted as presented. The library continues to assess the COVID 19 numbers and with direction from the town and board of health the library is making steps in our reopening process. Currently the library continues to offer curbside holds pickup and browsing appointments. Recently they have added individual study seats where patrons can reserve 3 hour spots on the second floor from 10-1pm M-F. The hopes are to expand this service once the reference department is fully staffed. The technology dept is in the process of setting up wifi printing so that patrons can easily print from their phones or laptops without having to log on to the public PCs. The DIY kits continue to be extremely popular and the library staff are looking forward to more outdoor in person activities once the weather warms up. Lizzy has started working on the beginning phases of the library's strategic plan.
- Covid-19 Update and Phased Re-opening of Municipal Facilities: The next phase for re-opening of the library will include 3 hour reservations for the second floor for study periods for individual study only (no group study options) with appointments in the afternoon and early evening. This option will be explored at the next trustee meeting.
- Islington Branch Library- Update: Weekly meetings continue with the architect, project manager, Town Administration and Tower Construction. Construction is well under way. Some of the library staff have met with Trucker Interiors who will be creating a mock-up of the library based on the plans and discussions.
- 21St Century Fund No update to date. The Fund has not met since the last Trustee

Update: meeting.

Friends of the Westwood Library update: The Friends met on 3/8/21, they have seen an increase in their membership. They are exploring alternative ways to hold their bi-annual book sale in the late Spring. The annual meeting will be held on 5/19/21.

Staffing Update: Abby Walsh has accepted the position of Head of Adult Services, she comes with many years of experience and will start on March 15th. The position for the Adult Services Reference Librarian will be reposted once Abby has started at the library.

Library Director Search: Joan Courtney Murray is reviewing multiple resumes for the Library Director position and the hiring committee will begin the initial phases once potential candidates are narrowed down.

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

New Business: No new business stated.

Handouts: Trustee Agenda, Minutes 2/8/21, Acceptance and Expenditures, Assist Director's Report, Monthly Stats Review, Dept Expenditure Report, Library open flyer

Next Meeting: Monday, April 12 , 2021 at 7:00pm (remotely via Zoom)

Adjournment: At 7:50pm a motion was made/ seconded (VonEuw/ Persons). All present were in favor.

Respectfully Submitted:
Wendy Thornton