

Westwood Board of Library Trustees
May 10, 2021
Remote Video Meeting
Westwood, MA 7:00pm

Ms. McGovern called the meeting to order at approximately 7:00pm.
The remote meeting was video recorded by Westwood Media Center.

In Attendance via Remote Participation:

Library Trustees: Paul Fitzgerald, Mary Beth Persons, Mary Masi-Phelps, Jessica Cole, Maureen VonEuw & Maria Ryan.

Library Staff: Elizabeth McGovern & Karen Gallagher.

Town Staff: Joan Courtney Murray

Reorganization of Board of Trustees-Introduction of New Trustee-Election of Officers:

A motion was made/seconded (Masi-Phelps/Persons) to nominate Mr. Fitzgerald as Chairman, The Library Trustees voted in favor (6-0) via roll call vote.

A motion was made/seconded (Fitzgerald/Persons) to nominate Ms. Cole as secretary, The Library Trustees voted in favor (6-0) via roll call vote.

Ms. Ryan gave a brief background about herself, and the Board welcomed her to the Board of Trustees.

Approval of Minutes:

A motion was made/seconded (Masi-Phelps/VonEuw) to accept the minutes from April 12, 2021 as presented, The Library Trustees voted in favor (5-0-1-Ryan) via roll call vote.

Acting Director's Report:

Accepted as submitted. Ms. McGovern was present to summarize the Acting Director's Report. The Children's Department received a STEM Grant, written by Kristy Pasquarello, from the Foundation of Westwood Education, STEM kits will be ready for the summer.

The Library teamed up with Y&FS and Westwood Early Childhood Council for Mental Health Awareness month. Each group did a storywalk, one at Hale, one at Sen Ki and one at University Station. The Library is getting ready for summer reading with staff training.

Staffing Update:

Ms. McGovern gave a staffing update. Suzie Canale accepted the Adult Services/Reference position. A few part time shifts have been filled in Reference. Posted a 20 hour reference position and a Technical Services Library assistant. Adding positions in Circulation and Children's shift. 3 new substitute library assistants.

Library Director Search:

Ms. Courtney Murray was present with an update on the Library Director search. The search committee interviewed 7 candidates, 5 for a second and 3 finalists. Compiling feedback and will send information to the search committee tomorrow. We should have it finalized by our June meeting.

Library-COVID19 Update:

Ms. Courtney Murray reported that Gov. Baker announced phase 4 step 2 and getting back to "normal". Safety standards still apply 6 feet and masks. Have to figure out what the right pace is for the Library opening.

Who decides the amount of cleaning? Following the Town standards.

Want to move away from appointments for browsing, and just signing in. Ms. McGovern has sensors of how many people are in the building. 10 people per 1,000 square feet. Reach out to the WWFD.

Patrons can see in real time how busy the building is on the Library website. Looking for specific signage too, How are you feeling, please wear a mask.

Any thoughts on how to handle students? Working on it, it has come up. The Library will limit a 30 minute browsing and study appointments will stay. Work with BOH, Fire and Police for the correct calculations.

Wentworth Hall/Islington Branch Library Update:

Ms. McGovern reported that the 1st floor is getting painted this week.

Finishing up getting furniture and shelving quotes.

How are we selecting furnishings? Is there a budget? Tucker Interiors, we have worked with them before at the main library. We want it to feel like the same brand as the main library. Not a specific budget, get together what we need.

Will the hours of the Branch be extended? It is budgeted to be the same, but will try to explore more hours.

15 week lead time, will we use existing furniture? No, we will need to wait for the furniture.

Will need to think outside the box to deliver service in Islington.

Friends of the Westwood Public Library Update:

Annual Meeting May 19th, 7pm. There are still seats available. Author Jane Healey will be discussing her newest book, *The Secret Stealers*.

21st Century Fund Update:

Ms. Masi-Phelps had no new updates, the Fund will meet in June.

Approval of Acceptances and Expenditures:

Mr. Fitzgerald asked for a motion and a motion was made/seconded (Persons/VonEuw), The Library Trustees voted in favor (6-0) via roll call vote.

New Business:

Mr. Fitzgerald had some new business. The strategic plan will be the top priority of the committee. Ms. Masi-Phelps will spearhead this. Just be focused on it, and have as much in place as possible for the new Director.

Do we need to notify the state that we will not be submitting within 5 years? Nothing official. We cannot apply for Federal Grants for 2022, but Ms. McGovern will follow up with MLS. Planning now is a good idea.

Ms. McGovern is looking at a Fire Pump Truck to turn it into a Bookmobile. It could be an outreach vehicle and it can be an amazing asset for the community. Ms. McGovern will do a comprehensive report for the Trustees.

Handouts:

Agenda, Minutes 4/12/2021, Asst. Library Director's Report, Book Buzz WW Wire, Bookmobile Articles, Departmental Expenditure Report, Trustees Accept and Expend Reports, April 2021 Monthly Stats, Community Feedback, Thank you Note.

Next Meeting:

Monday, June 14, 2021 07:00 pm– via Zoom

Adjournment:

At 7:45pm a motion made/seconded (Ryan/VonEuw) to adjourn, The Library Trustees voted in favor (6-0) via roll call vote.

Respectfully Submitted:

Jessica Cole