

Westwood Board of Library Trustees
September 13, 2021
Remote Video Meeting
Westwood, MA 7:00pm

Chairman Fitzgerald called the meeting to order at approximately 7:00pm.

The remote meeting was video recorded by Westwood Media Center.

https://www.youtube.com/results?search_query=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

Approval of Minutes:

A motion was made/seconded (Macy-Phelps/Ryan) to accept the minutes from June 14, 2021 as amended, The Library Trustees voted in favor (5-0) via roll call vote.

Director's Report:

Ms. McGovern was present to give some highlights from the Director's Report. Summer reading was very successful. Community rooms are open and available. Study rooms are open for up to 4 people at a time. They can book ahead of time or use them if they are available. In May, the budget passed and Ms. McGovern started ordering books; Capital requests are due and she requested bids: Cobblestones in the parking lot and sound dampening near the teen room, and has requested an acoustical consultant to look at the space. A technology request. Website redesign- upgrade it and make it more user friendly. Shelving units in the Adult Section-have them mobile. Have repurposed shelving from the Branch. And a request for a Bookmobile (COA van). Mechanical pump for the HVAC has been properly fixed and waiting for a consultant to get a green chiller. Will have one in place by March 2022.

Comments:

- Keep us advised on the chiller.
- Capital schedule, there is no mention of furniture, have you had any discussion? Do we need to project out? *Ms. McGovern: Great idea, most of the furniture is in good condition. Mr. Fitzgerald: There was a report done with the previous Director, there is a report from 2-3 years ago.*
- Update of the roof leak, did it affect anything? *Ms. McGovern: A roofer came back to patch up leaks, there have been no leaks.*

The Director's Report was accepted as submitted.

Staffing Update:

Caitlyn Moore is the new Children's Librarian, Corinne Covney is a new PT Reference Librarian. June Tulikangas was elected to be Vice-chair for the Minuteman Library Network's Technology Interest Group. Kristy Pasquariello was elected to join the Digital Content Working Group for Minuteman Library Network and Felicia O'Keefe is the new Youth Services Section chair for the Massachusetts Library Association.

The Library Trustees expresses their thanks to the group of volunteers. Ms. McGovern will publicize this on social media, Westwood Wire and the Library website.

Staff Development Days:

Ms. McGovern gave some background, the Library used to open at 1pm on Thursdays and the Branch was open on Thursdays. Thursday mornings were used for meetings, staff development days and training. Ms. McGovern would like a staff development day and has suggested 4 Mondays. Pick 4 dates throughout the year? She is looking for feedback.

Comments:

- Are you suggesting every week or 4 days throughout the year (Sept-May). *Ms. McGovern: Thinking Monday, 9-1 because there is no programming on Mondays.*
- Is one day of the week lighter? Do what is best for the community? *Monday may look like it's a long weekend, but do what is best for the staff and patrons.*
- Are 4 days enough? With Strategic Planning? Should it be the first Monday of the month? *Four days is a great place to start.*
- Our goal is to have the Library open everyday of the week.
- Have you vetted the budgetary impact of this? *There is no impact.*

Action Taken:

A motion was made/seconded (Persons/VonEuw) to approve the 4 staff development days requested by Director McGovern as presented, The Library Trustees voted in favor (6-0) via roll call vote.

COVID19 Update:

Continued Discussion of Mandatory Preventative Measures.

Ms. McGovern stated that there has been a lot of discussion about where we stand with safety measures. There is a height of recommendation, from the Board of Health, that the Library is putting measures in place for the staff and community.

A message went out from Jared Orsini, Health Director, and Ms. McGovern used the language to make some signs.

The Town's official policy recommends wearing face coverings.

Comments:

- The sign is completely appropriate at the front door.
- Don't want to have the librarians enforce face coverings.
- Trustees are all inline with the current signs and follow the Town directives.
- Keep an eye on the numbers of COVID cases in Town.
- Ms.McGovern is concerned if a staff tests positive she feels she may have to shut down the Library.
- Any social distancing guidelines for staff? *No, but most staff wear masks.*
- Continue to follow the Town guidelines and recommendations. Encourage the staff to mask or if they don't want to mask, encourage social distancing. Ms. McGovern has the authority to implement the policies and then report to the Board rather than having to wait for a meeting.

Wentworth Hall / Islington Branch Library:

Update and Proposed New Hours

The building is complete, still waiting for a Certificate of Occupancy. Furniture and shelving has been ordered. Most furniture is coming in early November.

21st Century Fund has donated early learning computers fully loaded with games. Great technology at both libraries.

Hours: Is budgeted for 3 days a week. Ms. McGovern would like to propose being open additional days. 42 hours, always with 2 staff members at the Branch. Actually 92 hours of paid staffing and has brought it up to the Town.

Comments:

- Staff being cross trained is a good idea.
- It may be hard to determine what is necessary.
- Do you have the flexibility to have staff work in both locations?
- Wait and see what the demand is.
- FY22 was already approved, only approved for 22 hours.
- What is the timing for the 42 hours?
- We need to understand what we can afford, but would like to add more hours if it's possible.
- Add this to next month's agenda.
- We need to do some PR for the Branch. We need to take an assertive stance on it. Possibly

write an article or the Westwood Wire.

Custodial Services Transition:

The town and Ms. McGovern would like to move the library custodians over to the facilities department. Both the custodian positions will have 40 hours and this will help with the new Wentworth Hall and Main Library. There will be a custodian in the building from 4am-12pm and from 4pm until 12am, Monday-Friday. There will be a weekend custodian from 10-5 on Saturdays and 2-5 on Sundays.

Facilities staff and custodians will be in charge of setting up for the meeting rooms at the Main Library. Ms. McGovern is looking for approval for this to happen.

Action Taken:

Upon a motion made/seconded (Ryan/Persons) to approve transfer management and oversight of the facilities to the facilities department of Public Works. The Library Trustees voted in favor (6-0) via roll call vote.

Strategic Plan-Update:

Ms. McGovern gave an overview and narrowed down the consultant names along with Ms. Masi-Phelps and Ms. VonEuw. They got proposals and have settled on a local woman who has worked with nonprofits, Conni Cranos. She is a strategic planner and advisor and has worked with both nonprofits and for-profits.

Comments:

- We used a common approach last time. It is more of a living plan and was pleased with Ms. Cranos.
- Ms. Cranos has the desire to work with our needs, creating the Westwood Library system and would tailor it to us and she understood our goals.

Action Taken:

Upon a motion made/seconded (Persons/Masi-Phelps) to approve authorization of up to \$20,000 to retain the services of a consultant and prepare a strategic plan which will come out of state aid. The Library Trustees voted in favor (6-0) via roll call vote.

Friends of the Westwood Public Library Update:

This is their first evening meeting at the same time as the Trustees, so we'll have an update next time.

21st Century Fund Update:

Ms. Masi-Phelps gave an update and was delighted to give the \$25,000 grant to the branch and is looking into signage and planning a fundraiser. Reach out to a few local businesses and

Approval of Acceptances and Expenditures:

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

New Library Hours:

Monday-Thursday 10am-9pm, Friday: 10am-6pm, Saturday: 10am-5pm and Sunday: 2pm-5pm.

New Business:

Former Trustee and 21st Century Fund Board member, Don Friedl passed away. He has done so much for the Library, the reading area is in his name. He will be missed. He always had the best interest of the staff. He was a gentleman and a gentle man. We will write something up for the paper with all he has done for the Library, Tom Viti has already reached out to Ms. McGovern.

Need to change the date for the October 18, 2021 meeting.

Action Taken:

Upon a motion made/seconded(Masi-Phelps/Persons) to move the October Library Trustees meeting to October 20, 2021 at 7pm via Zoom. The Library Trustees voted in favor (6-0) via roll call vote.

Final Comments:

- Closing on Sundays after the Christmas & New Years, and reopen on Monday? *Be consistent with the Town. And it is reasonable. Ms.McGovern will follow up with the Town Administrator and Town Counsel.*
- Poet Laureate: Will it be the library? Does the Library want to take it on? *Ms.McGovern feels she needs some guidance. Make it an agenda item for the next Library Trustees meeting on October 20, 2021.*
- For the record...Ms. McGovern has done an outstanding job in her new Director role!

Handouts:

Agenda, Minutes 6/14/2021, Library Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Reports, August 2021 Monthly Stats, June2021 Monthly stats, July 2021 Monthly stats, Lisa Wingate pdf, FY23 Capital Request, Westwood Summer Reading Breakdown.

Next Meeting:

Wednesday October 20, 7pm via zom

Adjournment:

At 8:40pm a motion made/seconded (Persons/Masi-Phelps) to adjourn, The Library Trustees voted in favor (6-0) via roll call vote.

Respectfully Submitted:

Jessica Cole

