

Westwood Board of Library Trustees
Wednesday October 20, 2021
Remote Video Meeting
Westwood, MA 7:00pm

Chairman Fitzgerald called the meeting to order at approximately 7:27pm. There was a conflict with the Zoom call and Joan Courtney Murray stated that the Town makes every effort to make the meetings accessible to residents, but meetings are recorded in case of any glitches. Unfortunately the Zoom meeting time was double booked. Ms. Courtney Murray believes that the Library Trustees are being compliant. Chairman Fitzgerald wanted to be compliant of the Open Meeting Law and wanted to hear from the Board. Ms. Masi-Phelps asked if we could reach Town Counsel? There does need to be Public participation. On advice from Town Counsel, Pat Ahern, The Library Trustees went forward with the meeting, and are compliant with the Open Meeting Law.

The remote meeting was video recorded and will be posted after the meeting.

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 and. Joan Courtney Murray

Approval of Minutes:

A motion was made/seconded (Masi-Phelps/Persons) to accept the minutes from September 13, 2021 as amended, The Library Trustees voted in favor (5-0) via roll call vote.

Director's Report:

Ms.McGovern stated that programs are back. Westwood Day was very busy with lots of new card registrations. Middle Schoolers are back, and the Library has collaborated with Y&FS again this year. The Director's Report was accepted as presented.

Comments:

Any issues? *Ms. McGovern: Not too many issues. Not all of them wear masks.*

6th grade visits started today.

No complaints from patrons.

Staffing Update (Welcome Caitlyn Moore + Corrine Coveny):

Welcome Caitlyn Moore, she could not attend because she was currently in class at Simmons.

Corrine Convey was present and started in July, she has been doing a lot of projects and the room bookings. She is very detail oriented.

The Trustees welcomed her to the library and let her know that she is free to come to any meetings. Ms. Coveny told us a little bit about background at other libraries and that she is still in school finishing her MLS.

COVID19 Update:

Ms. McGovern had nothing to report, cases have been flat and has not changed the signage. Still recommending masks indoors. Facilitators for programs are asking about masks. Not requiring masks, just recommending them.

Comments:

People are cooperating? Yes.

Stay in touch with the Town Administration if we need to make a change in our policy.

Wentworth Hall / Islington Branch Library – Update:

Ms. McGovern said that the Branch Library is beautiful inside.

Some items from the 21st Century grant have arrived. Still waiting for technology, shelving and furniture. Last known date is November 11th for shelving. Still doing some punch list items: painting and WiFi. Once everything is in they will need a Certificate of Occupancy and a walkthrough from the Building Commissioner.

Hours for the Branch. Monday-Thursday. It will still be within our budget up to July. With the additional hours we will need to post for more library assistance. Need to talk to Joan on how to break down the hours.

Comments:

How many staffing hours? *Ms. McGovern: She does not know, easily double. Adding hours.*

A lot of libraries use the State Aid for the coverage of hours. But do not want to support it unless we can support it in the budget going forward.

4 days is great going forward.

Do we want an 18 hour position or add to current employee hours. Cross train employees.

If we can be assured that it is budgetarily feasible, we can increase the hours. The Trustees will set the hours. Ms. McGovern will continue to work on the hours and will vote to extend the hours.

What are the hours of Y&FS? *Monday-Friday.*

People are asking: When is my Library going to open? *Ms. Ryan assured that it will be opening once all the furniture is in.*

Can you supply the Trustees with an updated list of all staffing? There has been a lot of new people joining the staff. *Ms. McGovern will send out a list.*

Is the signage up at Wentworth Hall? *No, not yet.*

Can we get a tour? *Ms. McGovern: Yes, she has a key. We will arrange times, because of Open Meeting Laws. Will do a soft opening and then plan something more festive in early 2022.*

Poet Laureate:

The library will move forward with the Poet Laureate program and be the entity that will be the facilitator and “home” of the Poet Laureate process. We will be submitting an overview of the process/project to the Select Board for review and approval. We first need to commit to a selection committee process.

Ms. McGovern recommends that there be a selection committee which will include a Library Rep, School Dept and Member of the Cultural Council or Historical Commission. She will present this process to the Select Board. She believes that it makes sense for the Library to take ownership of the Poet Laureate. Ms. McGovern wants to present it to the Select Board.

Mrs. Ryan expressed an interest in being the Trustee Representative.

McGovern will ask the Library Staff to see if there is any interest too.

Comments:

Get the proposal on the Select Board agenda this fall. Are you speaking about a full proposal that is prepared or the general framework? *Ms. McGovern: Yes, the general framework. Trustees gave the recommendation to move forward.*

Strategic Plan-Update:

Ms. Masi-Phelps and Ms. VonEuw have been working with Ms. McGovern and Ms. Cranos and stated that the committee is coming up with a very good plan for a plan. There is a structure and timeline in place.

Ms. McGovern will create an Internal Strategy Team with her and the Department heads and then will meet with Ms. Cranos in early November. She hopes to have a Plan in place by May 2022. The Department Heads and Staff will be involved in creating the strategy. Next step is to do one on ones with the Trustees with Ms. Cranos.

Friends of the Westwood Public Library Update:

Ms. VonEuw was unable to attend because of the Trustees meeting at the same time. But she did have an update from the FOL minutes. There have been some Board updates, some have moved on and there are new members. The Book Sale was successful last weekend. Felicity has resigned after 38 years.

Comments:

Chairman Fitzgerald asked Ms. McGovern to Draft a letter of Thanks from the Trustees.
FOL next meeting: Dec. 6th at 7pm
Trustee Ryan will join Ms. VonEuw as the FOL Liaison.
Nov 1st the FOL will start accepting book donations.

21st Century Fund Update:

Ms. Mask-Phelps said the Fund will meet again next week. They will finalize the Annual Appeal and will send it in November. Also continuing to look into potential local businesses to reach out to. Ms. Persons has researched potential businesses to apply for grants and to reach out to. The Fund may want to engage with a consultant to help with fundraising needs. We do need community support on a yearly basis to maintain our 501c3 designation with the IRS. Ms. Persons has located 1-2 potential consultants that we may reach out to for some professional advice.

Approval of Acceptances and Expenditures:

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

New Business:

The Philbrook prints, How many do we have? *Around 30.* Are we trying to put them up in groups and rotate them? *Have a lot of blank walls on the second floor. There is no space to store them. People call to request to see them. All various sizes. Ms. McGovern needs the Trustees' insight. Plans to do a gallery presentation with QR codes to scan and find out about the print.*

What is the sense from the Trustees? *Sounds like a self directed tour.*

Some can go into the Branch, if some relate to Islington. *Ms. McGovern is unsure of the space.*

The Website. How difficult is it to update the photos? *Ms. McGovern will try to play around with the photos on the website. And add to next month's agenda.*

The Chairman apologized again about the technical difficulties with the Zoom meeting tonight.

Handouts:

Agenda, Minutes 9/13/2021, Library Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Reports, September 2021 Monthly Stats, Upcoming Programs November 2021.

Next Meeting:

Monday, November 8, 2021 07:00 PM

Adjournment:

At 8:34 pm a motion made/seconded (Masi-Phelps/Persons) to adjourn, The Library Trustees voted in favor (6-0) via roll call vote.

Respectfully Submitted:

Jessica Cole

