

**Westwood Board of Library Trustees**  
**Wednesday November 10, 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 and will be posted on Westwood Media Center's YouTube Channel. [https://www.youtube.com/results?search\\_query=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 (Masi-Phelps/VonEuw) to accept the minutes from October 20, 2021 as presented, The Library Trustees voted in favor (5-0) via roll call vote.

**Director's Report:**

Ms.McGovern stated that a lot of patrons are back and the Library is getting busier. They had the Halloween Parade and more programs are happening inside. Claire Connors has booked some author visits.

The Director's Report was accepted as presented.

**Staffing Update:**

Ms. McGovern announced that the Library has been approved for 2 Library Assistants at the Branch Library for 24 and 20 hour positions. The positions will be posted this week, and will include shifts at both Library locations.

Comments:

Have you re-written the Library Asst Description? *Ms. McGovern: Yes, we are moving toward cross training, and the description reflects this. Ms. Courtney Murray will present it to the Personnel Board.*

**Holiday Schedule 2021-2022:**

Items were noted as pending.

How do we approve? *Ms. McGovern: Mass Law states All holidays falling on Sunday must be observed on Monday, and Saturday holidays are observed on Saturday. Waiting for official approval.*

Question from staff about Jan 2nd falls on a Sunday. Open 2-5? Would we be closed? *Mr. Fitzgerald: Vet it with the Town. Monitor the use of the Library.*

Is it a comp day? *It would be time and a half on a Sunday.*

Action Taken:

A motion was made/seconded (Cole/VonEuw) to approve the closing of the Library on Sunday January 2, 2022 in observance of the New Year's Day holiday. The Library Trustees voted in favor (5-1abstain) via roll call vote.

Discussion:

Does it need to be approved by the Personnel Board? *Ms. McGovern will contact Ms. Courtney Murray.*

### **COVID19 Update:**

Ms. McGovern stated that the Board of Health has seen a slight spike in cases, but relatively low in Westwood. Ms. McGovern will reach out to BOH to see if any recommendations have changed.

#### Comments:

Any issues with staff morale? *Ms. McGovern: The staff feels it is a safe place.*

Mr. Fitzgerald wants to continue to be cautious.

### **Wentworth Hall / Islington Branch Library – Update:**

Ms. McGovern reported that the Circulation Desk had arrived and was installed. Today Ms. Connors desk and 3 chairs arrived. No shelves yet. The Library will not open until the patrons have an enjoyable experience.

#### Comments:

Projection when we may open? *Ms. McGovern: Hoping for mid December, but probably January. Will start programs in January. Equipment has been ordered and has arrived:*

Hours: *Ms. McGovern: Town approval for Monday 10-6, Tuesday 10-6, Wednesday 10-8, Thursday 10-6.*

Why 10 hours on Wednesday? *Ms. McGovern: Wanted to have a full day in Islington.*

Will Recreation Dept. programs start before 10am? *Ms. McGovern will check the Rec Hours for early childhood programs.*

Will discuss Branch hours further at the December meeting.

Seasonal adjustments? Support what is happening in other parts of the building. Sometime in the future, look into weekend hours. We need to be flexible.

Fridays? Consideration to Fridays. *Ms. McGovern: Initial hope was Monday - Saturday. Staffing weekends is difficult for 2 libraries.*

Objective for the public, the Trustees want the hours to be accessible. Let's look at different options. The Library Trustees need to reach out to the public if the Branch will not open by January 3rd. Ms. McGovern will draft something. Worth the Wait.

### **Strategic Plan-Update:**

This is done every 5 years. A slide show was presented by Ms. VonEuw and Ms. Masi-Phelps. They have continued to meet, we want a living plan that is a tool to be used on a day to day process. We have great financial stability, the Board is effective, staff is great and so are the Friends of the Library. All functioning well.

Ms. McGovern: Want a living strategy. And she discussed the 3 goals

Strategy

Synergy

Startup-Have an action plan.

Project Structure: Strategy Team will meet weekly. There will be a lot of staff involvement.

Steering Committee: 1 hour/month-Christopher Coleman, Ms. Masi-Phelps and Ms. VonEuw.

Project Work Plan-time frame 4 phases. Each phase will have deliverables.

Focus on using research that we already have. At the end we will have an MBLC (Mass Board of Library Commissioners) Action Plan.

Timeframe: It will take 3 years, but it will be flexible.

How does the Board of Trustees contribute? The Board will be updated monthly.

Get input from the Trustees. One on one with Ms. Cranos. It will help with different perspectives. Will be done during the month of November.

**Friends of the Westwood Public Library Update:**

Maureen Von Euw and Maria Ryan. The Friends are delighted to have Ms. Ryan.

The next meeting is in person on December 6th. The most recent sale was a 12 hour sale and made \$3,070. Meg McCarthy did a comparison of 3 days 21 hours, \$35-5500 sales. The Library always has the Book Nook at the Library and FOL will have a space at the Branch too. The Friends acknowledged that the Book Sale was a fundraiser, and will accept books back. We are so lucky to have the Friends.

**21st Century Fund Update:**

Mary Masi-Phelps was present to discuss the latest meeting. Elected officers of the year. Shifting roles for the future. Ms. Masi-Phelps-President, Mr. Fitzgerald-Clerk and Ms. Persons-Treasurer.

The Fund continues to run well. We do need to raise money as a 501c3. A letter has been drafted and is working on expanding the list to include some residents near the Branch. The letter should be in the mail before Thanksgiving. The Fund has been able to grant \$50,000 back to the library.

**Approval of Acceptances and Expenditures:**

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

**New Business:**

Came about when discussing Strategic Planning.

How does the library run? Policies. Will be added to the next meeting.

**Public Comments:**

None

**Handouts:**

Agenda, Minutes 10/20/2021, Library Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Reports, October 2021 Monthly Stats, Thank You Note-Homebound Delivery, Strategic Plan Slides.

**Next Meeting:**

Monday, December 13, 2021 07:00 PM

**Adjournment:**

At 8:20 pm a motion made/seconded (VonEuw/Persons) to adjourn, The Library Trustees voted in favor (6-0) via roll call vote.

**Respectfully Submitted:**

Jessica Cole