

Minutes accepted on 1/10/2022.

Westwood Board of Library Trustees
Wednesday December 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 and will be posted on Westwood Media Center's YouTube Channel. 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/Ryan) to accept the minutes from November 10, 2021 as presented, The Library Trustees voted in favor (6-0) via roll call vote.

Director's Report:

Ms.McGovern stated that it has been a busy month and story time registrations have been full. Ms. McGovern has made Hoopla up to 20 checkouts per month. We will discuss the Collection Development Policy next month.

The Director's Report was accepted as presented.

Covid 19 Update:

Ms. McGovern had a meeting with Christopher Coleman, Jared Orsini, Lina Arena-DeRosa, Richard Adams, Danielle Sutton and Joan Courtney Murray. There has been an uptick of Covid cases in Westwood from Thanksgiving to 2 weeks ago, up 4.3%. The first course of action was the discussion of Town buildings. If people are staying and congregating, the Town will require masks. Recreation, Youth & Family Services, COA and Library all started this on Dec 6. All patrons have been respectful of the masks and the Town will continue to monitor it.

Staffing Update:

2 posted positions for Library Assistants, both positions will do shifts at both libraries. Received multiple applicants, and have started interviews.

Wentworth Hall/Islington Branch Library-Update:

Tucker Furniture and Shelving company will hopefully install in the next few weeks, but may be slowed down by the holidays. January is feasible for occupancy.

Comments:

- Draft message. Would you like feedback? *Yes, it will be an update from the Trustees.*
- Remove We are having...New year! New Branch Library excitement.
- Stay positive instead of disappointing.
- It's hard to wait...Don't assume everyone has been frustrated.
- Good for the Westwood Wire, we may not need to do the Press Release. Letter to the Editor with a few tweaks, Excited to share...from the Trustees.
- Ms. McGovern will run it by Ms. VonEuw and Ms. Cole.
- Where do we want to announce it? *Westwood Minute? She writes a Daily email. Patch, Facebook page of the Westwood Library. Once it is ready, send it out. Add our names to it.*
- Any questions can go to the Library Director.

Branch Hours:

There is no perfect schedule. Option one is the way to go.

Option one: Mon, Tuesday, Thursday 10-6 and Wed 10-8.

Helps with scheduling staff meetings, same time as the main library.

Comments:

- Confusion is a real thing. Suggest keeping track of people who ask or complain about the hours.
- Sharing a building may be a learning experience, keeping track may be helpful.
- Make the Library as available as possible, we can always adjust the hours.
- Keep a public response.

Action Taken:

Upon a motion made by Ms. Ryan and seconded by Ms. Persons, the Library Trustees voted in favor (6-0) via roll call vote to accept the Option One hours (Monday, Tuesday, Thursday 10-6 and Wednesday 10-8).

Strategic Plan-Update:

gave a rundown. Department Heads have been meeting regularly, Ms. Cranos has been doing 1 on 1's, and has received some great feedback from the Trustees. Ms. McGovern will have a Town Meeting for Library employees at 10am on 12/15. In January she will do some more formalized research. Having a lot of great conversations about the Library.

Comments:

- SWOT Strength, Weakness opportunities and Threats.
- Have you found commonality or similar themes?

Friends of the Westwood Library Update:

Maureen VonEuw & Maria Ryan both attended the meeting. A very productive group, there have been a lot of changes on the Board. They want to restructure the Board's responsibilities. For example: Addressing the time it takes to do their Book Sales.

Looking at restructuring and delegating, expanding the Fundraising and more Donors for the Museum Passes. They are all vested in their roles. They approved a lot of Winter Programming and are very generous.

21st Century Update:

Mary Masi-Phelps stated that the Fund has not met and will meet in January. So far, returns have been quite positive, she will know more in January.

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 Business:

Following up on old business, spoke about Sunday January 2nd. Did you follow up with the Town? *Ms. McGovern: Yes, The Trustees have the authority to have the Library be closed.*

Just confirm the Saturday holiday on Friday. When the Holiday is New Years. It is happening in the prior year. Clarify with the Town.

Are we anticipating more on the Policy? *Mr. Fitzgerald: Yes. It will be on the agenda in January.*

The article is going to be a course, you need to be a member, we are not. What to do when potential members of your Board don't appreciate the values of the Library. The Library Bill of Rights.

Public Participation/Comments:

No Public Comments

Handouts:

Agenda, Minutes 11/10/2021, Mass Libraries Award List, Library Director's Report, Departmental

Expenditure Report, Trustees Accept and Expend Reports, Gift Book Recommendations, Library Bill of Rights, November 2021 Monthly Stats, Materials Reconsideration Form, Materials Selection Policy, New Islington Branch Hours, Worth The Wait Press Release.

Next Meeting:

Monday, January 10, 2022 07:00 PM via Zoom.

Adjournment:

At 7:56pm a motion made/seconded (Masi-Phelps/Ryan) to adjourn, The Library Trustees voted in favor (6-0) via roll call vote.

Respectfully Submitted:

Jessica Cole