

**Westwood Board of Library Trustees**  
**Monday January 10, 2022**  
**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/Ryan) to accept the minutes from December 13, 2021 as amended, The Library Trustees voted in favor (6-0) via roll call vote.

**Director's Report:**

Ms.McGovern was present to discuss some highlights: a Trivia night over Zoom and Learning to play the Ukulele in person for kids and adults. Other programs this month will include a local author Jan Brogan and Lynn Viti will do a writing program.

The Director's Report was accepted as presented.

**Covid 19 Update:**

Ms. McGovern gave an update on Covid, the positivity rate in Westwood is high and a lot of staff have been affected by it. Wearing masks and trying to isolate in the library. It may impact scheduling and curbside pickup is available. Storytimes are via Zoom for the month of January.

Comments:

- All sounds prudent and reasonable and are keeping in touch with the Town.
- Convey to the staff that we appreciate their service and are mindful of their safety.

**Staffing Update:**

Ms. McGovern has been busy interviewing.

2 new members Kristen Barenthaler & Annabelle Ho new Branch Library Asst.

And had a resignation so she will have a new 20 hour position.

- Mr. Fitzgerald: Extend our welcome to the new staff members.

**Wentworth Hall/Islington Branch Library-Update:**

Ms. McGovern reported that the new sign is out front and looks similar to the old sign. Dec 27th the shelving arrived and it has been installed. This week we are opening up the boxes of books, it has been hard to staff with covid absences. In the process of putting books on shelves.

Friends of the Library will sponsor an artist mural at the Branch Library with butterflies, still in the design phase. No set date for opening.

Comments:

- Artist, how long will it take? *A couple of days, he is hoping to squeeze us in.*
- The Board still wants the Branch to be fully ready to go before opening.
- Hopefully it will give us enough time to deal with the surge.
- Not a big space, better to wait.
- Explain the lower level. *Ms. McGovern: The lower level is a large rectangle and in the middle of the room there are 4 round tables, a flexible space. Still waiting on a dividing wall. Currently only one group at a time. Recreation and Y&FS are getting the priority of the space on the lower level.*

- It is equally the Library space too, different from what was expected.
- We will stay on top of the dividing wall.
- Painting the mural, can we brighten up the business area at the Branch too?
- Can we get a rug for the children's side to absorb the sound?

**Strategic Plan-Update:**

Ms. McGovern stated that there was a break with the holidays and will have more to report next month. Drafted 10 research categories and are getting into the research stage.

**Collection Development Policy Update:**

Ms. McGovern has been updating the materials selection policy and is reading up on MLS policies and development policies.

Comments:

- It is a good draft.
- How is the current practice working?
- Average yearly comments? *Ms. McGovern has never had one. There was a file that was inherited with a few in it.*
- In conversation with Tom Viti some have been dealt with in a conversation.
- There have been one or 2 comments, mostly in the Children's Department.
- Patrons usually don't want to file a formal complaint, they usually mention it in passing when returning a book. Never had someone fill out a form.
- Great to clarify between the main and branch Library.
- It does appear that the school libraries are being challenged.
- Do we need a policy subcommittee going along with the planning process? *Get input from the Dept heads. We as Trustees need to make the final judgment.*
- The Strategic Plan gave us the opportunity to look at policies.
- Will share with Dept heads, get feedback and will add to next month's agenda.
- Let us know if we should look at other policies.

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

Ms. VonEuw & Ms. Ryan were present to discuss the art installation. The Friends took an assessment of their Board and had an online vote and discussion. They may still be looking into signage and FOL being the sponsors. It should be acknowledged.

- We are grateful for their support.

**21st Century Update:**

Ms. Masi-Phelps stated that the Fund will meet later in January. Resident fundraising is at \$15,000 compared to \$11,000 from last year at this time. Still hoping to get some smaller donations. Publicity with the Branch has helped with fundraising. Also looking for options in the Business community, a naming opportunity.

**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:**

Ms. Cole will be resigning after her term is up in April 2022.

**Public Participation/Comments:**

Ms. D. Cancel: 43 Westland Ave typed in chat: When will the strategic Plan be available? *Ms. McGovern: Hopefully by June. We will be asking for community input and we want to hear from the community. Where will the Library be in 3-5 years. It will be posted on the Library website when it is complete.*

- Ms. Cancel is the founder of the Westwood Minute, a good online source in Town.

**Handouts:**

Agenda, Minutes 12/13/2021, Library Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Reports, Library Bill of Rights, December 2021 Monthly Stats, Materials Reconsideration Form, The Freedom to Read Statement, Westwood Public Library Collection Development Policy UPDATED DRAFT.

**Next Meeting:**

Monday, February 14, 2022 07:00 PM via Zoom.

**Adjournment:**

At 8:05pm 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