

**Westwood Board of Library Trustees**  
**Monday February 14, 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 (VonEuw/Persons) to accept the minutes from January 10, 2022 as amended, The Library Trustees voted in favor (6-0) via roll call vote.

**Director's Report:**

Ms.McGovern was present to discuss the Director's Report. She discussed a newsletter for adults and Youth Services newsletter. You can sign up on the Library website.

Poet Laureate, Mr. Coleman and Ms. McGovern have drafted what a Poet Laureate is and it will be presented to the Select Board on Monday February 28th along with Chair Fitzgerald.

The Philbrick Portraits have been organized and labeled with security tags and will be hung up around the library. Tricia London, needs approval from State Aid to fix portraits that have been damaged, some need to be matted. Ms. McGovern would like to expend up to \$700 to finalize the framing and matting.

**Action Taken:**

A motion was made/seconded (Persons/Masi-Phelps) to expend up to \$700 to frame and mat Philbrook Portraits, The Library Trustees voted in favor (6-0) via roll call vote.

The Director's Report was accepted as presented.

**Covid 19 Update:**

Coming through the Omicron surge. Town buildings still require masks, not sure when to lift the mask mandate. Ms. McGovern is comfortable with removing the mask mandate.

The Board is fine with Ms. McGovern's decision.

**Staffing Update:**

Caitie Imbergano is joining the main library as an assistant.

Brenna Hyland and Zoe Dickerson will be new substitutes.

The Library is fully staffed.

The Chair asked Ms. McGovern to please extend our welcome to the new Library staff.

**Comments:**

Is everyone wearing name tags? *New staff have name tags on order.*

We'd love the new staff to come to a future meeting.

3 New full time and 2 new subs.

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

Ms. McGovern reported that the Branch is officially open. At 4pm there was an official ribbon cutting. Only waiting on a copier/Kiosk, but can still copy and print.

**Comments:**

Congratulations all around, expanded hours are a more positive experience. Thank you to all who made this possible.

The Branch looked beautiful and was noticed today.

Compliments to the Friends and the mural.  
Chris Coleman, Pat Ahern and Rob Gotti, it was nice for so many to come and represent.  
Thank you to the 21st Century Fund for the Business Center.  
The Chair would like to see Feedback on the agenda going forward.

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

Ms. VonEuw went over some highlights.  
The Library is using a fresh approach to the strategic plan.  
There are 10 software programs.  
We will be pulling in the community for participation.  
Trying to get users and non users of the Library.  
Mary Masi-Phelps:  
The staff is really involved and volunteered for what they are working on.  
Thank you to the Trustees for speaking to Ms. Cranos.  
24 research projects in the research and discovery stage.  
The Trustees should see a Draft in June.  
Ms. Cronos was present to say hello and was lovely to talk with the Trustees.  
Having the Staff involved is really important and it has been a real pleasure.

### **Comments:**

Thank you to Lizzy, Cici, Mary and Maureen.  
The last plan seemed so big and this one seems like it will be great.  
Thank you to the staff and we appreciate their sharing and their time.  
Everyone signed up for one team and 6 signed up for more than one team.  
Ms. McGovern is so grateful for the passion of her staff, it is the people and services not just the building.  
The Board appreciates the staff helping out with this project.

### **Policies Review: Collection Development and Naming Policy:**

Ms. McGovern there was not much change. She asked for feedback from the staff. Official Approval to update the policy.  
It will be added to the March agenda for approval/typos.  
Naming Policy:  
Within the 21st Century Foundation and naming rights. It would be wise to have a Naming Policy. Had a discussion with Christopher Coleman and Dottie Powers to see if there was a policy. Ms. Masi-Phelps and Ms. Persons drafted a policy; it should be consistent with Town Policy and will share it with the Selectboard.  
The Fund is interested in getting more investing for the Library, and has looked at what other libraries do.  
1-Actual naming in the new library, the naming of the rooms based on philanthropic  
2-Recognize a gift  
The Trustees would work together with the Fund.  
Fund-Facilities-Friends-Programs  
Naming within the Library  
The Library accepts donations, why special consideration for the Fund?  
Generally money raised endowments through the Fund.  
Friends are part of the Library system.  
Friends are mainly for Programmings  
The Fund wants a partnership.

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

Ms. VonEuw & Ms. Ryan were present to discuss.  
Ms. Ryan met with Meg McCarthy. There is a pop up book sale on March 5th.  
3/21 is the next Friends Meeting.

### **21st Century Update:**

Ms. Masi-Phelps stated that the Fund met on 1/19. The Fund is in excellent shape.  
Annual Appeal is doing better than last year, and has reached a milestone \$500K.  
The Fund wants to apply to local business Grant programs.

Still receiving donations by check and PayPal.

**Approval of Acceptances and Expenditures:**

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

**New Business:**

None

Could meetings be hybrid in the future? *Will need to be run by Town Consel.*

**Public Participation/Comments:**

Ms. White was just checking in.

**Handouts:**

Agenda, Minutes 1/10/2022, Library Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Reports, BOT Strategic Plan Update, January 2022 Monthly Stats, Westwood Public Library Collection Development Policy, What is a Poet Laureate, Naming Policy Draft.

**Next Meeting:**

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

**Adjournment:**

At 8:06pm 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