

[Minutes accepted on 4/11/2022.](#)

**Westwood Board of Library Trustees  
Monday March 14, 2022  
Remote Video Meeting  
Westwood, MA 7:00pm**

Chairman Fitzgerald called the meeting to order at approximately 7:03pm. 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 Masi-Phelps, Jessica Cole, Maureen VonEuw & Maria Ryan.  
Absent: Mary Beth Persons  
Library Staff: Elizabeth McGovern

**Approval of Minutes:**

A motion was made/seconded (Masi-Phelps/VonEuw) to accept the minutes from February 14, 2022 as presented, The Library Trustees voted in favor (5-0) via roll call vote.

**Director's Report:**

Ms.McGovern was present to discuss the Director's Report.

Suzie Canale's programs have been very popular and she will be branching out to the COA and Branch Library too. Ms. Canale wrote a grant and is working on a Community Garden. Budget is going to go to FinCom, it is increasing due to the Branch Hours expanding.

Ms. McGovern attended the Select Board Meeting and they approved a Poet Laureate position and a Teen Poet Laureate position for the town. Ms. McGovern will be reaching out to Trustees, and Library Staff to see if there is any interest in being part of the Selection Committee.

**Comments:**

Have Ms. Canale check out the Sheehan Community Garden.

Masks are no longer being required. Do you need any help from us? *Staff still chooses to wear them.*

Ms.McGovern has had no pushback.

The Director's Report was accepted as presented.

**Covid 19 Update:**

Ms. McGovern stated that masks are no longer required to enter municipal buildings beginning Feb 28th. Cases. Are way down in Westwood and new signs are up and the Library still has extra masks and wipes.

**Staffing Update:**

Ms. McGovern reported that staffing is all set.

**Islington Branch Library:**

Ms. McGovern reported that the Branch feedback has been extremely positive. The first few weeks have had 50-75 visits per day. A lot of regulars who live walking distance to the branch have been so happy and thankful to be back. The business center has been popular, it has a beautiful blank wall, there has been talk of a mural, Ms. McGovern will look into it.

**Comments:**

Dedication ceremony with a plaque will happen later in the year. Ms. McGovern will be the point person.

**Strategic Plan-Update:**

Ms. McGovern 90 % of plans are done.

2 biggest things are focus groups. Focus groups have been narrowed down to 4 categories:

Non-Library Users

Chinese American community members

Newcomers to Westwood

Men over the age of 18  
The community wide survey is on its second draft

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

Mr. Fitzgerald asked the Town Counsel to look at the Collection Policy and he reported back that he thought it should be approved.

**Action Taken:**

Upon a motion by Ms. VonEuw and seconded by Ms. Ryan, the Library Trustees voted in favor (5-0) via roll call vote to adopt the Collection Development Policy as set forth in the draft Policy approved.

**Comments:**

It will be added to the Westwood Library website and copies will be made available at the Circulation Desk.

Naming policy has been looked at by Town Counsel  
No conflict of interest.  
Chair suggests that we look for suggestions or revisions.  
Discuss this evening and at the next meeting in April.

**Comments:**

Before we sent it to Town Counsel we removed the reference to special consideration for The Fund. It will be on the agenda for the next meeting pending further discussion.

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

Ms. VonEuw & Ms. Ryan were present to discuss.  
Meg McCarthy is resigning from the Board.  
Ms. McGovern said there was a discussion on Book Sales. The Book sale team has changed.  
The Friends are considering Bay State Books and will get a % by pound, Trying to figure out what to do with books they cannot sell. Looking into 2 bins. It is a huge undertaking.  
Through J Courtney Sullivan-a Library in Iowa, Trustees would have to approve a Sister Library.  
Mr. Fitzgerald suggested Ms. McGovern reach out to Mass Library Commission  
Gather info on Bailey Library and invite the Friends to a meeting.  
There was a pop up book sale on March 5th. (\$2,200).

**21st Century Fund Update:**

Ms. Masi-Phelps stated that the Fund is due to meet in April.  
Once the naming policy is finalized will look for naming policies.  
The Fund is looking for a consultant to advise them on long term fundraising and tax requirements. She hopes to have more to report next month.

**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 (5-0) via roll call vote.

**New Business:**

Chair over the past few months have spoken to a lot of residents, a lot of positive feedback about the Library, kudos to Ms. McGovern and her staff. They have performed stellarly during the pandemic. This is the 125 Anniversary of the Town of Westwood. September 17th, a lot of focus on the 125th Anniversary of the Town.

Chair requested a display in the Library.

A Library rep will be in the Task Force.

**Comments:**

Think how the Fund may help with the celebration.

Gov Baker has extended remote meetings until July. Mr. Fitzgerald suggested that we follow what the other Boards in Town are doing.

Having the physical presence would be helpful to meet in person, maybe in May.

Ms. McGovern will follow up with Mr. Coleman.

**Public Participation:**

Karen Cagen-Loves working at the Library. Chair thanked her for all her hard work.

**Handouts:**

Agenda, Minutes 2/14/2022, Library Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Reports, Westwood Public Library Collection Development Policy, Community Survey Objectives, Town of Westwood Decision Notice (Poet Laureate & Teen Laureate Positions), February 2022 Monthly Stats, Naming Policy Draft.

**Next Meeting:**

Monday, April 11, 2022 07:00 PM via Zoom.

**Adjournment:**

At 7:50pm a motion made/seconded (Masi-Phelps/VonEuw) to adjourn, The Library Trustees voted in favor (5-0) via roll call vote.

**Respectfully Submitted:**

Jessica Cole