

**Westwood Board of Library Trustees**  
**Monday June 13, 2022**  
**Remote Video Meeting**  
**Westwood, MA 7:00pm**

Library Director Elizabeth McGovern called the meeting to order at approximately 7:05 pm. 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, Nancy Donahue, Maureen VonEuw & Maria Ryan.  
Library Staff: Elizabeth McGovern

**Approval of Minutes:**

A motion was made/seconded (Fitzgerald/Ryan) to accept the minutes from May 9, 2022 as presented. The Library Trustees voted in favor (unanimous) via roll call vote.

**Director's Report:**

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

Adult Book Buzz was held in a hybrid format with an "Owl" camera - 12 attendees on zoom, 8 in person, with positive feedback.

Author events including an in-person event at the Islington branch, have been well-attended. Youth Services department finished visiting all elementary schools in-person for the first time since 2020 to speak about the summer reading program. There have been over 400 sign-ups so far.

The Director's Report was accepted as presented.

**Islington Branch Library:**

A high volume of returns has been noted - which signals higher activity.

Staff recently held a plant swap to attract traffic to the branch. It included some donated plants, and donated some of their own plants, as well as crafts and a pop-up book sale, as well as plant-related books. The event drew over 118 visitors, and generated good will and interest in the branch. The Library is working with the DPW to get a lawn sign to encourage foot traffic.

**Comments:**

Ms. Von Euw - It's good to see the word of mouth marketing getting going.

**Strategic Plan-Update:**

Ms. McGovern summarized the executive summary as sent to the board.

Mission statement and vision have been revised according to the data and input received in the planning process.

**Comments:**

Ms. Masi-Phelps asked for clarification on process and what gets submitted to the state - the plan to be approved has sample actions for objectives; the implementation phase will define specifics on a year by year basis to submit to the state.

Mr. Fitzgerald stated that the plan is well thought-out, and noted the anytime/anywhere theme as a key to remaining relevant.

Ms. Persons also commented on the quality of the plan.

Ms. Von Euw commented that the plan is well thought out, and asked the board to take the time to study

and submit questions for discussion at the next meeting.

**Approval of Acceptances and Expenditures:**

Ms. Von Euw asked for a motion and a motion was made/seconded (Fitzgerald/Ryan), and the Trustees voted unanimously in favor.

**New Business:**

None

**Next Meeting:**

Will be determined via email through the chair and the director.

**Public Participation:**

None.

**Handouts:**

Agenda, Minutes 5/9/2022, Library Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Reports, May 2022 Monthly Stats, STRATEGIC PLAN Executive Summary

**Adjournment:**

At 7:39 pm a motion made/seconded (Fitzgerald/Masi-Phelps) to adjourn, subject to the Chair setting a date for the next meeting, to be held in June. The Library Trustees voted in favor (5-0) via roll call vote.

**Respectfully Submitted:**

Mary Masi-Phelps

