

**Westwood Board of Library Trustees**  
**Monday September 12, 2022**  
**Remote Video Meeting**  
**Westwood, MA 7:00pm**

Trustee Chair Von Euw called the meeting to order at approximately 7:02 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, Mary Beth Persons & Maria Ryan.

Library Staff: Library Interim Director Charlotte Canelli

**Approval of Minutes:**

A motion was made/seconded (Fitzgerald/Persons) to accept the minutes from June 27, 2022. The Library Trustees voted in favor (unanimous) via roll call vote.

**Director's Report:**

Chairperson Von Euw welcomed Charlotte Canelli as interim director for the duration of director McGovern's leave. Ms. Canelli was present to discuss the Director's Report submitted by Ms. McGovern prior to her leave. Highlights:

- Ms. Canelli has been getting up to speed by meeting with staff and members of various town departments.
- Library staff is working on adding notary services
- Paving project is currently projected to start the week of September 26 and will require the library to be closed for around 3 days.
- Timing of replacing the A/C chiller unit and removing the rental unit is under review.
- Staff identified a roof leak from the recent rain; staff and the town are working on remediation.
- Director McGovern asked the Trustees to approve usage of state aid to begin archival work, with the intention to apply for a grant for additional work. A motion was made and seconded to approve use of \$1,500 of State Aid to commence the project (Persons/Fitzgerald). The Trustees voted unanimously in favor.

**Islington Branch Library**

The Town is planning a dedication ceremony for the facility on September 28. Trustees and the public are invited. Ms. Persons agreed to speak representing the Trustees, and several other Trustees will be in attendance.

Work continues on the shared space on the lower level. Ms. Canelli has visited the branch and will continue to spend time there.

**Poet Laureate Update (Maria Ryan)**

Trustee Ryan updated the board on the process for selecting the Poet Laureate. A committee is being formed with representation from various town departments, and the group expects to begin meeting in October to set expectations and decide on the selection process and program structure for the Laureate and Junior Laureate.

The board acknowledged and thanked the 21st Century Fund for providing a stipend to support the program.

**Friends of the Library Update (Nancy Donahue and Maria Ryan)**

Chair Von Euw spoke with the President of the Friends - the Friends will endeavor to change their meeting schedule so as not to conflict with future Trustee meetings.

The Friends are accepting donations for the fall book sale.

**Approval of Acceptances and Expenditures:**

The Trustees raised questions regarding the amounts presented. Mr. Fitzgerald moved to defer approval until a subsequent meeting to allow for research. Seconded by Trustee Persons. Unanimously approved to defer approval pending review. Acceptances and expenditures will be reviewed at the October meeting.

**New Business:**

Chair Von Euw noted that Ms. Canelli brings a wealth of experience as a librarian and library director, including 14 years as director at the Norwood Public Library prior to her recent retirement. Ms Canelli is enjoying getting to know library and town staff, and will be working on required state reports and processes.

Ms. Persons asked about tote bags that Ms. McGovern had been sourcing for the 21st Century - the supplier was unable to provide them for September. Terri Duane and Felicia (teen librarian) will continue to look into availability and order a supply. Trustee Masi-Phelps to check in with them. Ms. Ryan to check w/Ms. Bronkhorst and the Friends about the possibility of selling bags at the upcoming book sale.

Trustee Ryan asked whether Trustees have been asked about DEI-related topics. This was covered as part of strategic plan, and the library has a collection development policy. Ms. Canelli noted this is a widely discussed topic. If there are challenges to books or programs, it should be reported to the Americal Library Association.

**Public Participation:**

None.

**Next Meeting:**

Monday October 17, 2022 07:00 PM via Zoom

**Handouts:**

Agenda, Minutes 6/27/2022, Library Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Report, August 2022 Monthly Stats, 911 event program,

**Adjournment:**

At 7:54 pm a motion made/seconded (Fitzgerald/Ryan) to adjourn. The Library Trustees voted in favor via roll call vote.

**Respectfully Submitted:**

Mary Masi-Phelps