

**Westwood Board of Library
October 17, 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.

In Attendance via Remote Participation:

Library Trustees: Paul Fitzgerald, Nancy Donahue, Maureen VonEuw, Mary Beth Persons & Maria Ryan.

Library Staff: Library Interim Director Charlotte Canelli

Absent: Trustee Mary Masi-Phelps

Approval of Minutes:

A motion was made/seconded (Fitzgerald/Ryan) to accept the minutes from September 12, 2022. The Library Trustees voted in favor (unanimous) via roll call vote.

Director's Report:

Ms. Canelli summarized her first six weeks as interim director. She's been very busy enjoying working with staff and members of Town departments on issues related to the library.

- The Paving project for the library parking lot was expected to be completed on October 17, which required the library to be closed October 11, 12 & 17th. Library staff made plans for all business to be redirected to the branch for those days.
- The temporary chiller was removed from the back parking lot on September 16 and the new chiller was installed the following week and will be hooked up in the spring.
- Leaks from rain and AC condensation continued in September. Staff and DPW worked hard to monitor and repair to avoid damage to books and materials.
- Fall programs are in full swing, including Open Mah Jongg, Adult Book Clubs, A Bi-Weekly Poetry Writing Club led by Lynne Viti, and several one night events. The Adult Services' Living Library and Banned Book Displays have been very popular.
- The Art Gallery once again has a beautiful collection of quilts this month.
- Youth Services is busy with story times, book events and programs for all age children. Middle school children (25-50) are coming to the library after school every day and are being monitored for proper behavior. The librarians are meeting with Danielle Sutton to discuss options for best results. The Trustees asked if Librarians can keep track of adult patron complaints of noise or nuisance from the teens.

Islington Branch Library

The Town held a dedication ceremony for the facility on September 28. Trustees and many Town employees, as well as Town residents attended. Ms. Persons spoke representing the Trustees. A nice reception was held in the lower level shared space, which was recently finished. A quilt was donated by former Director Tricia Perry that has been hung in the Business Center of the Branch.

Poet Laureate Update (Maria Ryan)

Trustee Ryan summarized the completed Statement for interested parties for the Poet Laureate position. The Statement includes wording that the Laureate was funded by the WPL 21st Century Fund. The requirements to be submitted include a cover letter, a CV, list of all publications, and up to five pieces of work submitted. The Statement will be publicized on November 1st via the Westwood Wire, WW Media, local newspapers, social media and the Westwood Minute. Submissions will be open from December - January 15. The Committee will select the Laureate in January for a February announcement. The Laureate will be responsible for selecting the Teen Laureate from application submissions due in April. Trustee Ryan thanked Interim Director Canelli for her assistance on the Committee.

The Committee's next meeting is scheduled for December 13.

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

The Friends are meeting tonight also, so no update. They will try to change future meetings so no conflicts will occur. Their book sale is November 5. Flyers will be in the library and on their social media.

Approval of Acceptances and Expenditures:

A motion was made/seconded (Fitzgerald /Donahue) to accept the corrected September Acceptances and Expenditures Report after it had been deferred at the last meeting. Research was done and a clerical error was found and corrected. The Library Trustees voted in favor (unanimous) via roll call vote.

A motion was made/seconded (Fitzgerald /Donahue) Mr. Fitzgerald moved to accept the October Acceptances and Expenditures Report as presented. The Library Trustees voted in favor (unanimous) via roll call vote.

New Business:

The Trustees would like Interim Director Canelli to extend congratulations to Director McGovern on the birth of her son Beckett.

Interim Director Canelli submitted a request for approval for an increase in the vacation accrual to 4 weeks for Caitlyn Moore who completed her first year as a professional librarian in August 2022. A motion was made/seconded (Fitzgerald/Donahue) to approve the request as submitted pursuant to the Town's personnel policies. The Library Trustees voted in favor (unanimously) via roll call vote.

A new part time archivist, Matthew Radulsky was hired for the archival project. He starts the week of Oct. 17 and will work 90 hours, paid from the use of State Funds that the Trustees previously approved. His is a student at Simmons and has been working with the Concord Historic Collection.

Public Participation:

None.

Next Meeting:

Monday November 14, 2022 07:00 PM via Zoom

Handouts:

Agenda, Minutes 9/12/2022, Library Director's Report, Departmental Expenditure Report, Corrected September Trustees Accept and Expend Report, October Trustees Accept and Expend Report, Sept 2022 Monthly Stats, FY 24 Town Budget Documents, Memo: Request for Caitlyn Moore Vacation Accrual Adjustment

Adjournment:

At 8:05 pm a motion made/seconded (Fitzgerald/Donahue) to adjourn. The Library Trustees voted unanimously in favor via roll call vote.

Respectfully Submitted:

Mary Beth Persons