

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

Trustee Chair Von Euw called the meeting to order at approximately 7:00 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 present: Paul Fitzgerald, Mary Masi-Phelps, Nancy Donahue, Maureen VonEuw, & Maria Ryan. Absent: Mary Beth Persons

Library Staff: Interim Library Director Charlotte Canelli

Approval of Minutes:

A motion was made/seconded (Fitzgerald/Ryan) to accept the minutes from October 17, 2022. The Library Trustees voted in favor (unanimous) via roll call vote (Ms. Masi-Phelps abstaining due to absence).

Director's Report:

Accepted as submitted. Highlights from the interim director:

- Newly paved parking lot - required some closures during work, but library is now fully open again.
- Archivist continues on organizational work for digitization of local materials.
- Chiller has been shut down for the winter, and the heat is on.
- Attendance by students is significant after school hours, particularly on short Wednesdays, until around 5:30 PM, and contributes to a higher noise level. This is consistent with national reports regarding the pandemic's effects on children, and the library is taking age and time appropriate approaches to maintain a suitable environment. Danielle Sutton from Youth & Family Services has been advising staff - the Interim Director and Trustees expressed appreciation for that assistance.

Islington Branch:

The branch facility is fully up with programming, and a living library has been activated there. Mr. Fitzgerald asked about the effectiveness of expanded branch hours. Actions:

- Claire Connors will be invited to attend December meeting to give a "state of the branch" update.
- Suggestion to look at usage metrics compared with before the project, to assess impact of expanded hours, new facility, etc.

Poet Laureate:

Ms. Ryan and Ms. Donovan provided an update. The position and process have been publicized in local media to attract applicants beginning December 1. and the committee is working with Westwood Media center for additional publicity. Committee members are making additional outreach to encourage applicants. All publicity is noting that the position is funded by the 21st Century Fund. The Cultural Council is also contributing toward costs for activities.

Information is available on the Town website:

<https://www.townhall.westwood.ma.us/Home/Components/News/News/359/15>

Friends of the Library:

Ms. Ryan and Ms. Donovan provided an update. The Friends' fall fundraiser going on. The book sale was very active and successful.

Acceptances & Expenditures:

Trustees asked about the total amount of funds to be accepted from the Friends; the interim director explained that this is due to a streamlined process implemented by the new Friends treasurer in order to reduce the number of small checks to process. Acceptances and expenditures were approved unanimously as presented (motion made/seconded by Mr. Fitzgerald/Ms. Donahue).

Budget:

The FY24 budget request is being refined for submission to the Town. We are increasing the data processing line in accordance with MinuteMan assessment, which includes increased investment in electronic materials. The new figure is around \$62K. This is consistent with increased demand that has resulted from usage changes during and after the COVID pandemic. The budget also reflects increased hours at Islington and for some positions. The budget will continue to undergo review.

Holidays for 2023:

Question regarding having 2 days for Veteran's Day (Friday and Saturday) - Ms. Masi-Phelps asked if that is consistent with Town's schedule. Ms. Canelli to research and Trustees will continue conversation until next month prior to approving the holiday schedule.

New Business:

Mr. Fitzgerald and Ms. Masi-Phelps provided an update on the 21st Century Fund Meeting in October. The Fund voted to continue with the same officers slate: President - Ms. Masi-Phelps; Treasurer: Ms. Persons; Clerk: Mr. Fitzgerald; Fund managers: Mr. Becker && Mr. Mulvey. The Fund's annual appeal will be sent in late November; timing is designed to minimize overlap with Friends' appeal.

Mr. Fitzgerald notified the Trustees that a Charter Commission is currently reviewing the Town Charter as required every 10 years. If the Trustees want to provide input they should notify him and are welcome to attend a meeting.

Public Participation:

No members of the public in attendance.

Adjournment:

A motion was made/seconded (Masi-Phelps/Fitzgerald) to adjourn at 7:47, with Trustees voting unanimously.

Next Meeting:

Monday, December 12, 2022 07:00 PM

Handouts:

Agenda, Minutes of 10/17/2022 Trustee meeting, Draft holiday Calendar for 2023, Library

Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Report, October 2022
Monthly Stats

Respectfully Submitted:

Mary Masi-Phelps