

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

Trustee Chair Von Euw called the meeting to order at 7:01 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, Maureen VonEuw, Maria Ryan, Mary Beth Persons, Nancy Donahue.

Library Staff: Interim Library Director Charlotte Canelli

Approval of Minutes:

A motion was made/seconded (Fitzgerald/Ryan) to accept the minutes from November 14, 2022. The Library Trustees voted in favor (unanimous) via roll call vote (Ms. Persons abstaining due to absence).

Director's Report:

Accepted as submitted. Highlights from the interim director:

- The library was pleased to receive an increase in state aid.
- All staff programming requests to the Friends of the Library were funded.

Islington Branch:

Branch Librarian Clair Connors provided an update. Highlights:

- * The branch has very active, with tutoring and other activity in the business center every day
- * New programs, including true crime and mystery groups have attracted some male participants, which was a goal from the strategic plan. Technology help is also very popular, with many repeat participants.
- * A photo class has been very popular, as well as the living library and activities (a plant swap attracted over 100 participants); a sourdough baking program was funded by the Friends.
- * Several author visits and other activities have been held in the rooms downstairs. Danielle Sutton is having monthly meetings of all user groups to foster collaboration on use of the shared spaces.
- * In the warm reads program, the knitting group has been giving away their creations via a raffle, which brings people into the branch to enter and pick up their prizes.
- * Circulation and attendance figures are back up to pre-pandemic and pre-construction levels, with many library cards issued - much more than historically.
- * Trustee Fitzgerald remarked how this was the goal for the branch - to make it more active and vibrant.
- * Trustee Ryan raised a question about hours at the branch;; Ms. Connors confirmed that the expanded hours have definitely helped, and that it is also helpful to be co-located with other departments, as parents will often come into the branch while waiting for other programs to finish.
- * Trustee Persons offered congratulations to staff that there is such creativity, and the branch is so successful so quickly
- * Trustee Persons asked about dressing up the walls in the common areas, which look very plain. Ms. Connors to ask -if the Town has plans for any painting work as well as possible naming opportunities.
- * Question was raised about the Philbrick prints - those are small, and likely too fragile given the types of activities there.

Action Plan FY24:

The plan was submitted as required by the MBLC on December 1, 2022, in order to be eligible for LSTA grants that would be submitted in April. The plan takes effect July 1. Ms. Canelli met with department heads to ensure items from the planning process were included in the plan. The Trustees will discuss the

plan further when Ms. McGovern returns in January.

Question regarding balance in state aid account - Ms Canelli to look it up.

Question about circulation - non-resident circulation helps with state aid award. (NRC)

Poet Laureate:

Ms. Ryan provided an update. The position and process have been publicized in various local media, including a video with Westwood Media Center to attract applicants. One very strong candidate has been identified so far, and others have expressed interest in applying. Anyone with ideas on what they would like to see can email Ms. Ryan.

Information is available on the Town website: <https://www.townhall.westwood.ma.us/Home/Components/News/News/359/15>

Friends of the Library:

Ms Canelli attended recent meeting - the book sale went very well, and the Friends now taking donations again. They are looking for a location in town to take donations - working w/Town on that. The Friends organization is strong.

Acceptances & Expenditures:

No acceptances since the last meeting. Expenditures were approved unanimously as presented (motion made/seconded by Persons/Masi-Phelps).

Holidays for 2023:

This item had been deferred from the previous meeting. The questions asked by Trustees have been answered - Ms. Canelli confirmed that the schedule is consistent with prior years. Trustees voted unanimously to recommend the schedule as presented to the Personnel Board for final approval (Fitzgerald/Persons).

New Business:

The Trustees thanked Ms. Canelli for her service. She jumped in with both feet, did a great job, and the Trustees are very appreciative. Ms. Canelli complimented the staff, and acknowledged Terri Duane & Claire Connors as well as all the dept heads, and staff who stepped up. Westwood is fortunate to have such a good, caring staff. Also the facilities department is very caring of the library.

Public Participation:

No members of the public in attendance.

Adjournment:

A motion was made/seconded (Fitzgerald/Persons) to adjourn at 7:48 PM, with Trustees voting unanimously in favor.

Next Meeting:

Monday, January 9, 2023, 07:00 PM

Handouts:

Agenda, Minutes of 11/14//2022 Trustee meeting, Draft holiday Calendar for 2023, Library Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Report, November 2022 Monthly Stats, State Aid award list and history, Islington Branch presentation, Friends of the Library grant list

Respectfully Submitted:

Mary Masi-Phelps