

Westwood Board of Library Trustees
Monday January 9, 2023
Remote Video Meeting
Westwood, MA 7:00pm

Trustee Chair Von Euw called the meeting to order at 7:00 pm and wished all a Happy New Year. The remote meeting was video recorded and has been posted on the library's youtube channel: <https://youtu.be/6txldZ5qAqM>

In Attendance via Remote Participation:

Library Trustees present: Paul Fitzgerald, Mary Masi-Phelps, Maureen VonEuw, Maria Ryan, Mary Beth Persons, Nancy Donahue.

Library Staff: Library Director Elizabeth McGovern

Approval of Minutes:

A motion was made/seconded (Fitzgerald/Ryan) to accept the minutes from December 12, 2022, corrected to indicate that Trustee Donahue was present. The Library Trustees voted in favor (unanimous) via roll call vote.

Director's Report:

Chair Von Euw welcomed Director McGovern back from parental leave. Director McGovern complimented the staff on all that was accomplished during her time away. Report accepted as submitted. Highlights from the director:

- Programs are very well attended and some have waiting lists. Staff will be trying a lottery to help access to story times.
- The intern working on digitization is progressing on the project. Inventory has been completed, and the project will wrap up with a plan / roadmap of recommendations for further work that makes fiscal sense and is appropriate for preservation, as well as to provide guidance on accepting donations in the future.
- Corinne Coveney (part time reference) is leaving the library to take a position at a library technology company; position will be posted in consultation with HR.
- Suzy Canale and Caroline Tighe were selected to make a presentation to a state organization. The Director and board noted how this represents the leadership of Westwood among area libraries.

Islington Branch:

Director noted that the Warm Knits giveaways have been driving traffic to the library, and also provide excellent interaction for knitters and other patrons.

Friends of the Library:

Friends are in a quiet period right now.

Poet Laureate:

The committee will meet in February to review applications. Candidates are still able to apply.

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

Acceptances & Expenditures:

Expenditures were approved unanimously as presented (motion made/seconded by Persons/Fitzgerald).

Budget Update:

The FY24 budget was submitted on schedule, and all departments will be informed of progress as it is reviewed by FinCom, etc. FY 23 budget is still on track. First state aid payment was received, half of a total award of \$34K. Total in State Aid fund is at \$158,084.76, which could be applied to some initiatives from the Strategic Plan. Director McGovern will provide the Trustees with information about how State Aid can be utilized, so as to prepare for any potential projects to utilize the funds.

New Business:

Trustee Persons announced her intention not to run for re-election. Trustees noted her contributions over the years and discussed skills that would benefit the work of the Trustees and the 21st Century Fund, for which Trustee Persons has served as treasurer for several years.

Trustee Masi-Phelps - mentioned the usefulness of the wifi hot spot and commended the staff for recommending it during a storm-driven power outage.

Trustee inquired about the status of branded canvas bags that were being sourced for the 21st Century fund. Director McGovern to provide an update for the 21st century meeting on January 17.

Public Participation:

None

Adjournment:

A motion was made/seconded (Fitzgerald/Persons) to adjourn at 7:31 PM, with Trustees voting unanimously in favor.

Next Meeting:

Monday, February 13, 2023, 07:00 PM

Handouts:

Agenda, Minutes of 12/12//2022 Trustee meeting, Library Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Report, December 2022 Monthly Stats,

Respectfully Submitted:

Mary Masi-Phelps