

Westwood Board of Library Trustees
Monday March 13, 2023
Remote Video Meeting
Westwood, MA 7:00pm

Trustee Chair Von Euw called the meeting to order at 7:05 pm.
The remote meeting was video recorded and will be posted on the library's youtube channel:
<https://www.youtube.com/@WestwoodplKids>

In Attendance via Remote Participation:

Library Trustees present: Mary Masi-Phelps, Maureen VonEuw, Maria Ryan, Mary Beth Persons, Nancy Donahue (joined during director's report). Paul Fitzgerald absent.

Library Staff: Library Director Elizabeth McGovern

Approval of Minutes:

A motion was made/seconded (Persons/Ryan) to accept the minutes from February 13, 2022. The Library Trustees present voted unanimously in favor via roll call vote.

Director's Report:

Director's report accepted as submitted. Highlights:

- Both libraries continue to be very busy. Winter reading challenge was very successful with over 200 participants. The Friends funded prize baskets raffled to patrons that submitted reviews. The program was held in both facilities.
- Active ongoing programming, includes STEM/STEAM activities for children.
- Staff are mapping activities to the strategic action plan so as to document progress toward strategic goals. As examples of building networks:
 - The library is connecting with our new veterans services officer, TJ Tedeschi, to reach out to veterans and share program ideas for engaging for activities.
 - Bibi's bakery is hosting a Persian New Year program.
 - Jeff Snow to perform Celtic music - patrons had asked for more music in the plan survey.
 - Youth & Family Services is having Parent Cafe programs there with social workers
- The Director is planning a full day for staff development with a focus on behavior management, security, etc., to be held Friday May 5. The library will be closed that day.

Budget update:

FinCom public hearings are underway for the FY24 budget. Spending on the FY23 budget is in good shape, but Director and Staff are being thoughtful to manage through the rest of the fiscal year within budget. Question from the Trustees about sound mitigation - funding is available from the town and the Director is working with DPW on arranging the work.

Poet Laureate update

Lynne Viti was chosen as the Town's first poet laureate, among a field of very strong candidates. The committee is looking to her to set the tone for the program. She will be choosing the teen laureate and will speak at the Friends of the Library annual meeting. She is working with the staff to have a presence on the library web site and to spend time in the library meeting with patrons. Her first poem as laureate is now posted in the library. The Trustees acknowledged the generous funding by the 21st Century Fund.

Friends of the Library update

The Friends are seeking new members to replace some retiring members. The board is considering future plans for book sales. The community enjoys the book sales, so there is a desire to continue with them in some form. Suggestion to consider also having passive book store sales where patrons can browse in the room. The Friends are also considering different payment methods. The book bin needed to be removed, but they are looking at placing a bin at the COA center. Annual Friends meeting is May 18.

Acceptances & Expenditures:

Expenditures were approved unanimously as presented (motion made/seconded by Masi-Phelps/Ryan). Trustees voted unanimously in favor.

New Business:

- Question regarding remote meetings - currently the deadline is March 31, Director will seek guidance for April meeting. The Town is looking into the possibility of hybrid meetings - possibly in library meeting room.
- Brief update on 21st Century fund - tote bags have been given to staff as a thank you gift, and were very positively received; they will be available for sale at the front desk. The Director is also working on posters to educate the public on the fund, and drafting grant requests to help fund items from the strategic plan.
- Director and Trustees commented that documenting progress against the strategic plan has truly made it a living plan, and an effective day to day tool that can be used for briefing other departments, etc.
- Question from the Trustees on patron behavior - the Director noted that there are still loud times, but overall there has been improvement. In addition to school-related stresses, at this time of year there can be added stress on adult patrons coming to the library to finish their taxes. Staff training on development day will include de-escalation practices to continue to manage this.

Public Participation:

No public comments or questions

Adjournment:

A motion was made/seconded (Donahue/Persons) to adjourn at 7:45 PM, with Trustees voting unanimously in favor.

Next Meeting:

Monday, April 10, 2023, 07:00 PM - in person at the library (main or branch) unless remote meeting deadline is extended

Handouts:

Agenda, Minutes of 2/13/2023 Trustee meeting, Library Director's Report, Departmental Expenditure Report, Trustees Accept and Expend Report, February 2023 Monthly Stats, WPL Action Plan

Respectfully Submitted:

Mary Masi-Phelps