

Westwood Board of Library Trustees
Monday June 12, 2023
Main Library
Westwood, MA 7:00pm

Chairperson Maureen Von Euw called the meeting to order at 7:01 pm. No recording devices.

In Attendance:

Library Trustees present: Mary Masi-Phelps, Maureen Von Euw, Maria Ryan, Wendy Hickey; absent: Nancy Donahue, Paul Fitzgerald.

Library Staff: Library Director Elizabeth McGovern

Approval of Minutes:

A motion was made/seconded (Masi-Phelps/Ryan) to accept the minutes from May 15, 2023 with minor edits to record 21st Century Fund update. The Library Trustees voted unanimously in favor, no abstentions.

Director's Report:

Director's report accepted as submitted. Highlights:

- Summer reading program is in full swing Staff are visiting elementary schools leading into summer break; Westwood media has been an active partner in creating videos; Additional incentives in this year's program include a raffle for prize baskets plus a weekly drawing
- The Islington book tasting program has proven very popular
- The Islington plant swap did not have great weather, but there were numerous repeat visitors and good engagement; considering expanding to main library

Staffing Update:

Highlights:

- Abby Walsh is taking a job at BC - the director and Trustees wish her well in her new endeavor - position of Head of Adult Services has been posted to fill the vacancy.
- Technical Services and Circulation Departments have been merged under Circulation and Materials Services headed by Karen Gallagher. New position of Senior Library Assistant within that department will oversee acquisitions (invoicing, processing, cataloging). All benefitted library assistants will be trained in these processes under the direction of the SLA.
- Assistant Director / Head of Technology and Innovation position will be added in place of Head of Technical Services.
- Cross training is helping the staff provide better coverage in all areas.

Strategic Plan Update:

Work in all action areas continues and is recorded in attached plan update. Highlights:

- Recent funding from the 21st Century Fund has enabled the Library to expand the Library of Things collection; seasonal items and other recent acquisitions include canopy tents, outdoor games, and more accessibility tools.
- The Director received a complimentary email on the recent Pride display - attached
- The Library is working with the Recreation department and the COA on program ideas

- Author visits continue to be popular, and work continues on arranging author visits for fall programs
- The Library is considering a One Book One Town program for next year
- Staff have been adding tables outside to provide seasonal options for reading

Policy review Update:

The Director is working with Town Counsel on reviewing updates to the Gallery and Exhibit policy - action continued until the September meeting. Next the Trustees will review the Meeting Room policy, as well as the Code of Conduct.

Friends of Library Update:

Highlights:

- June book sale was successful - raised over \$3,000 in four hours; thanks expressed to volunteers who helped. Using the book storage room for browsing worked well
- The book bin is going to be relocated to the Senior Center

21st Century Fund Update:

The 21st Century Fund met on June 6 to appoint Wendy Hickey for a one-year term and re-appoint Mary Masi-Phelps, Paul Fitzgerald, Thorsten Becker and Brian Mulvey to one-year terms.

Acceptances & Expenditures:

Expenditures were approved unanimously as presented (motion made/seconded by trustees Ryan/Hickey). Trustees voted unanimously in favor.

New Business:

The Director indicated that she intends to introduce a plan to eliminate fines. Very few libraries in the Minuteman Library Network still collect fines; studies have generally shown that removing fines increases accessibility / participation and does not adversely impact the return of books. The Library would still charge for replacement of lost items.

Public Participation:

None.

Adjournment:

A motion was made/seconded (Hickey/Masi-Phelps to adjourn at 7:40 PM, with Trustees voting unanimously in favor.

Next Meeting:

September 11, 2023, 07:00 PM - in person at the main library

Handouts:

- Agenda
- May Meeting Minutes
- Library Director Report
- Strategy Action Plan Update: June
- Monthly Stats
- Budget Figures (Expenditure report)
- Acceptances and Expenditures
- Meeting Room Policy (current policy)
- Positive email from patron about Children's Dept. Pride display
- Distributed separately: Meeting dates for 2023-2024

Respectfully Submitted:

Mary Masi-Phelps