

**Westwood Board of Library Trustees**  
**September 11, 2023**  
**Main Library**  
**Westwood, MA 7:00 pm**

Library Director, Elizabeth McGovern, called the meeting to order at 7:02 pm. No recording devices.

**In Attendance :**

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

Library Staff: Library Director Elizabeth McGovern

**Approval of Minutes:**

A motion was made/seconded to accept the minutes from the June 12, 2023 meeting. The Library Trustees voted unanimously in favor of accepting the minutes, no abstentions.

**Director's Report:**

The Director's report was accepted as submitted. Highlights:

- There were a total of 342 summer reading champions
- Currently repainting the second floor of the library and the conference room on the first floor
- Two staff positions are currently open:
  - Head of adults – 7-8 candidates; 3 are scheduled for interviews.
  - Short-term contract for Molly Riportella
- The Library of Things added some new items. The canopy tent is the most popular.
- The Acceptable Behavior Policy was reviewed.

**Late Fee**

Paul Fitzgerald made a motion for the library to be fine free. The motion will be reviewed at the October Trustee's meeting.

**Friends of the Library Book Sale**

The Friends of the Library Book Sale raised \$3000 for 6-8 hours work. Very little advertising was done.

**21st Century Fund**

Mary Beth Persons turned over Treasurer's duties to Wendy Hickey. October is targeted for preparing for the next Annual Appeal.

**Acceptances and Expenditures**

Director McGovern reviewed the report of acceptances and expenditures. Paul Fitzgerald made a motion to approve the report. The report was unanimously approved.

**Adjournment:**

A motion was made/seconded to adjourn, with Trustees voting unanimously in favor.

**Next Meeting:**

October 16, 2023, 07:00 PM - in person at the main library

**Handouts:**

- Agenda
- Minutes of 6/12/2023 Trustee meeting
- Library Director's Report
- Staffing Update
- Strategic Plan

- Acceptable Behavior
- Friends of the Library Update
- Approval of Acceptances and Expenditures
- New Business

Paul Fitzgerald proposed that we approve the 6/12/2023 meeting minutes. The meeting minutes were unanimously approved.

**Respectfully Submitted:**

Nancy Donahue