

Westwood Board of Library Trustees

November 13, 2023

Main Library

Westwood, MA 7:00 pm

Trustee Chair, Maureen Von Euw called the meeting to order at 7:03 pm. No recording devices.

In Attendance :

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

Library Staff: Library Director Elizabeth McGovern and Assistant Director Andy Northrup

Approval of Minutes:

The minutes from the October 16, 2023 meeting were reviewed. Some updates were noted. A motion was made/seconded to accept the minutes from the October 16, 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:

- Fine free status started in November
- Door count for Friday after Thanksgiving will be done
- The Trustees will revisit the holiday schedule at the December meeting
- Town Counsel reviewed the policies

Art and Exhibit Policy

The Trustees reviewed the Art and Exhibit Policy.

It was agreed to remove the bullet stating that exhibits must be set up during regular Library hours.

A motion was made by Nancy Donahue to approve the Art and Exhibit Policy. Maria Ryan seconded the motion. The motion was unanimously approved.

The Programming Policy

The Programming Policy is still under review. Anticipate that we will vote on it at the next meeting.

Expenditures and Acceptances

Director McGovern reviewed the report of acceptances and expenditures.

A motion to approve the report was made by Maria Ryan and seconded by Nancy Donahue.

The report was unanimously approved.

Next Meeting:

December 11, 2023, 07:00 PM - in person at the Islington branch library

Handouts:

- Agenda
- Minutes of October Trustee meeting
- Library Director's Report
- WPL Action Plan Nov 2023
- Budget Balances
- Acceptances and Expenditures
- Holiday Schedule 2024
- Acceptable Behavior Policy
- Programming Policy
- Exhibit and Display Policy

Maureen Von Euw made a motion to adjourn at 7:59 PM.

The next meeting will be held on December 11 at the Islington Branch Library.

Respectfully Submitted:

Nancy Donahue