

Westwood Board of Library Trustees
Monday May 13, 2024
Main Library
Westwood, MA 7:00pm

Library Director Elizabeth McGovern 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, Wendy Hickey, Nancy Donahue.

Absent: Paul Fitzgerald.

Library Staff: Library Director Elizabeth McGovern

Renomination of positions:

A motion was made/seconded (Masi-Phelps/Ryan) to reappoint Maureen Von Euw as Chair for the coming year. The Library Trustees voted unanimously in favor, no abstentions.

A motion was made/seconded (Von Euw/Ryan) to appoint Wendy Hickey as secretary for the coming year. The Library Trustees voted unanimously in favor, no abstentions.

Committees:

Trustee Ryan stated her willingness to continue to liaise with the Friends - attending meetings and reporting back and helping with book sales.

21st Century – Trustees Masi-Phelps, Hickey and Fitzgerald will remain on the board.

Mentor Committee – Trustees Donahue and Fitzgerald previously expressed interest. Trustee Ryan expressed interest as well.

Approval of Minutes:

A motion was made/seconded (Hickey/Ryan) to accept the minutes from April 8, 2024 with minor edit to reflect Trustee Masi-Phelps was absent. The Library Trustees voted unanimously in favor, no abstentions.

Director's Report:

Director's report accepted as submitted.

Highlights:

- Passport acceptance service - one last training this week then can start beginning of June. Library gets to set the fee. Trustee Hickey suggested \$50 to be comparable to Needham. Director to check with Norwood.
- Initial zoom happened to compare to towns. Initial results will be in December - not sure how will impact the budget - in years past FinComm has been very interested in keeping us comparable to other towns.
- Archives Arrangement Grant - most goes to high powered microfilm scanner. Putting in midyear report to state. Hired Vicki Angelinas - sub for many years - internal posting and she applied she was hired - her specialty is oral history. She knows collection very well, had suggestion topics pulled out already. Have all physical newspapers wilting so preservation is better for microfilm. Will take up less physical space and will have new scanner.
- Programming aspects will be looking into bicentennial retrospective in Westwood last 50 years. History of schools - how to document now and look back at schools.
- Book mobile fully retrofitted. One area down by tire that has rust - sent to get fixed before wrapping it. Good standing with project - really doing well. Start visits and outreach this summer - big debut will be Westwood day. We should make sure we have 21st century signage with QR code for donations.
- Social media has been great. Everyone is participating.
- Big foot very entertaining author. Had 34 people even though weather was great.
- Wednesday night Ann Hood is coming - she is also going to Unlikely Story in Plainville. Summer reading everyone gearing up. Children's department visited Kindergarten in April. Now they will be visiting all the schools in 3 weeks.
- Trustee Masi-Phelps asked about the plan for empty shelves upstairs. Nonfiction collection was really un-weeded. Abby started shelf shifting, not ordering sections in time with certain areas. One area damaged by water during the summer after Director started. Really old data books and that section never got ordered. Part is to make more room for more studying. World languages to be placed on the lower shelving. Open space now, will move PC's a little further back and change where staffing is. Desks will be more curved with Notary and Passport on one side and you see someone right away.

Staffing Updates -

Highlights:

- Molly's husband in FBI - got transfer in DC so she is leaving. She did a lot of work on the way out.
 - Goal to bring in new class together - start whole new group together.
 - Andy's position will absorb some of the admin stuff. There have been months with no department head and it's been OK. Often times it gets bumped to Director or Andy anyway.
- Readers events related to the collection. Order materials and take to the people and promote. Workforce planning - will save a little. They are both full-time - Adult Services and

Community Services. Need for specialized reference/research is about 20%. Most is transactional stuff and then programming and other things we do. Budget wise we are actually saving some money because we are not making a department head.

- Had Dept Head and 1 adult services. Now there will be 2 people same level reporting to Andy.

- Want to explore making 2nd floor similar model to the branch. That level of basic help - model that and if it escalates there are people available. Will say info services right now rather than reference.

Meeting Room Policy Updates:

Director spoke with Pat Ahearn regarding rental room waiver on the website. Suggestion to make it just clickable PDF. People will scroll and go next. Policy will contain the language suggested by Trustees Fitzgerald and Hickey - attached or clickable. In second paragraph meeting room space may not be reserved for individual for private event. Following page, last says other non-profit groups or individuals. "Individual" to be removed from those bullets.

Leaving in fees which can be waived in the discretion of Library Director.

AA meeting - uses room on Sunday nights - facilities people clean during the program. Every few months they write a check for the town.

A motion was made/seconded (Ryan/Masi-Phelps) to accept the revised Meeting Room Policy. The Library Trustees voted unanimously in favor, no abstentions.

Friends of Library Update:

Highlights:

- Friends update - Maria said Friends made about \$1,000 at last book sale even though it was held on Easter weekend.

- Friends Annual meeting May 21st - Claire able to get author - Literary undoing of Victoria Swan. Takes place in Boston around women's rights. Suggested donations for drawing.

21st Century Fund Update:

No update as no meeting held.

Acceptances & Expenditures:

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

New Business:

In process of getting security cameras installed. Part of updating all the town buildings. Police have access to feed at all times. Each staff has a fob to get in and out of building. Still have panic buttons that work through old phone lines. The new company has extra panic buttons.

Town Meeting - there were a lot more people than past years.

Unhomed individual in the branch is still an issue. They are holding boundaries better.

Bathroom issues at branch - if someone flushes something it takes down the whole building bathrooms.

Discussion regarding Westwood Media issues.

Public Participation:

None.

Adjournment:

A motion was made/seconded (Ryan/Masi-Phelps) to adjourn at 8:25 PM, with Trustees voting unanimously in favor.

Next Meeting:

June 10, 2024, 07:00 PM - in person at the main library

Handouts:

- Agenda
- Minutes from the April 11 meeting
- Director's Report
- Monthly Stats
- WPL Action Plan May 2024
- Budget Figures
- Acceptances and Expenditures
- Meeting Room Policy

Respectfully Submitted:

Wendy Hickey