

**Westwood Board of Library Trustees**  
**Monday June 10, 2024**  
**Main Library**  
**Westwood, MA 7:00pm**

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

**In Attendance:**

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

Library Staff: Library Director Elizabeth McGovern

**Approval of Minutes:**

Held over for next meeting.

**Director's Report:**

Director's report accepted as submitted.

Highlights:

- Looking at stats – new library sign ups April and May 63-67 so large boost – possibly due to the billboard.
- Passport acceptance service – soft launch - tomorrow is the first appointment – keeping fee at \$35.
- Planning board – we have to update / recommendation for action items. Optimizing space in library is easier one – we have a plan as space is moving. Investigate options of other parking spaces for the main library. Usually Lizzy and a board member would attend the meeting. Between library staff and bank staff easily 15 spots so no parking for attendees. Supposed to submit a plan by July 2<sup>nd</sup> and attend meeting on July 16<sup>th</sup> to discuss recommendations. In 2020 town had master plan initiative, this came out of it. Parking mitigation processes are in place so Lizzy can document the options. Also possibly give overview of current optimizing parking at the Branch. Deerfield is an option except in bad weather.
- Town has ADA self-evaluation and transition plan – Danielle is taking lead. Got 2 for main and branch, big document goes through everything. Town wants us to pick 3 things to prioritize for each building. Lizzy to submit to Jimmy and they will take care of some of the items.
- Doing feasibility study for all of the buildings in town.
- New security cameras – helps with kids.
- Adult summer reading event on Saturday night. Some merch – hats, totes. Summer reading guide. Visits starting – with schools / Sheehan kindergarten.

## **Staffing Updates -**

### Highlights:

- Very light staffing on July 5<sup>th</sup>. Discussion about what to do if the town closes the other offices on short notice – can library close? Suggested Lizzy bring issue to the town administration about what we can do.
- Sometime this summer want to do some team building and schedule a closure day.
- Children's librarian need – supported but not in the budget. Talked with Maureen and Stephanie. She remembered we didn't use state aid, so wanted to bring it to the board to think about some hours to help out. State aid – we still have \$179,000. In December maybe we use for 6 months at 20 hours.
- Molly McDougal new community engagement – trained everywhere. Full time – ready to work, strategic and thoughtful.
- Offered Readers Services position to Julia Horowitz coming from a Providence school looking to make leap to public library services. She will be in charge of summer reading, authors.
- We will be hiring a 20 hour library assistant and 3-4 other substitute library assistants.

## **21st Century Fund Update:**

- Met on May 20<sup>th</sup> – reappoint the board for coming year. Brian Mulvey cannot continue so we need to replace him. He will be on the road a lot more in coming year. Looking for someone with background in financial services to work with Torsten.
- Appeal ended up being within a few hundred dollars of last year.
- Talked about maybe PO Box in light of the mail issue.
- Also going to try to contact Fidelity to see if different way to receive charitable donations from their funds.
- Conversation with Tina from Friends about looking into whether the friends and fund should collaborate at least when it comes to treasurer / bookkeeping. Someday possibly joining the boards together. Mary to look at other towns and what they are doing. Single board with capital arm.

## **Friends of Library Update:**

### Highlights:

- Successful last weekend – 40 people. They had stacks of books – don't have exact dollar amount.
- Will do sale end of June but not necessarily the summer.
- Each month is more than the last.

- People starting to know last Saturday of the month.
- Also made up for what last year was in terms of fundraising.

**Acceptances & Expenditures:**

Expenditures were approved unanimously as presented (motion made/seconded by trustees Fitzgerald/Masi-Phelps). Trustees voted unanimously in favor. No abstentions.

**New Business:**

Library was at pride on Sunday – booth there. Very well attended by patrons.

**Public Participation:**

None.

**Adjournment:**

A motion was made/seconded (Fitzgerald/Ryan) to adjourn at 7:59 PM, with Trustees voting unanimously in favor.

**Next Meeting:**

September 9th, 2024, 7:00 PM - in person at the main library

**Handouts:**

- Agenda
- May Meeting Minutes
- Directors Report
- WPL Action Plan for May
- Budget Figures
- Acceptances and Expenditures
- Monthly Stats: May 2024

**Respectfully Submitted:**

Wendy Hickey