

**Westwood Board of Library Trustees**  
**Monday October 21, 2024**  
**Main Library**  
**Westwood, MA 7:00pm**

Trustee Von Euw called the meeting to order at 7:04 pm. No recording devices.

**In Attendance:**

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

Library Staff: Library Director Elizabeth McGovern, Andy Northrup

**Approval of Minutes:**

Trustee Fitzgerald moved to accept with edits, Trustee Masi-Phelps second. All in favor. Trustee Van Euw abstained as she was not present.

**Director's Report:**

Director's report accepted as submitted.

**Highlights:**

- Financial report was recently due – for approval to fund municipal operating expenses, 15% has to go toward materials directly impacting patrons (i.e. books, computers, etc.). This allows us to stay certified. We are within the requirements. State aid overall was increased but they do calculations based on population to determine who gets how much.
  - Next Monday 4-5 there will be a lesson on local civics.
  - Charter commission is going to be making a request for Saturdays in 2025 to use room for conversations.
- New website Bartlett Interactive has been chosen for new website. Demo with them was great. In particular digital library proposals are great. Andy is taking the lead on that.
  - Is part of it there will be a help line to them? Yes they will be available to help with issues which may arise.
- Tomorrow meeting with architect to go over media room / podcast rooms – he gave 3 options which Lizzy will walk through with him. Lizzy showing modeling to trustees. Study rooms will have technology in them. New rooms proposal 10 person conference room, 3 study rooms for 2 people and one for 4.
- Had author to discuss Line Woman of Tehran.

- Full House Mocktails event – first access to Friends book sale.
- Claire at Library Conference – so looking for updates.
- Study done town wide – look at each job description and use comparison of different towns. They are comfortable keeping us at 75% between high and low – will be great for the library and town for maintaining talent.
- Fall Staff meeting on Friday, went over chart, team building.
- Vicky has been instrumental in managing grant for microfilm – she did program “Hidden Gems” discovering fun facts of Westwood – 50 people came, many stayed after, in the end demonstrated microfilm machine. It was a Monday night that attracted 50 people.
- Passport demand took off. Paused a few weeks to get everyone up and running to open evening hours. It is a huge success.
- Bookmobile – Westwood day was not great due to weather. Harvest fest was a great kick off for the Bookmobile. Identified stops at COA, Westwood Glen and Fox Hill Village. University Station also upcoming trunk or treat this weekend.
- Poet Laurite Update – Former Poet will serve on selection committee for April. Will reach out to Maria. She is willing to mentor the next Poet. Cultural counsel funded part of this, 21<sup>st</sup> Century fund will provide funding as well. She is going to put together an event of other Poet Laureates.
- Staffing – done some reorganization. Trying to build up departments to be more resilient based on conference four years ago. Tech services is great example. Had to review and update job descriptions – circulation and processing two arms of same person and it is a Dept position so MLS degree position. Less silos, more collaboration, is the goal. See new organization chart. Looking to fund for 20 hours for extra children’s librarian with state aid. Claire will be director of information and branch services.

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

- Fund met this evening
- Still have vacancy for a fund member from the community. Hoping to fill in next few months.
- Investments doing well – its been a good year. Very well managed by investments committee.
- Appeal last year similar as prior year. We now have direct transfer from Fidelity to our bank account.
- Positive performance means we were able to grant Lizzy’s latest requests – up to \$35,000 to underwrite the initiatives (One Town One Book, Family centered play / furniture for Islington, furniture for new study rooms here, Poet Laurite funding).
- Our annual appeal going out around mid-November. We want to give Friends some runway on theirs.
- Re-elected same officers from last year.

### **Friends of Library Update:**

- Maria reached out to Becca – cannot recall exact amount but ball-park was about \$700 from one Saturday sales.
- Old books need to get put in the bin.

**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:**

Maria updated Great Decisions. Meets third Thursday of the month. Small group who benefit, funding just isn't there any longer. Suggested getting someone to write a grant and try to get funded through Cultural Counsel. If they get funding to run the program next year they can book the room. But if so, it would need to be clear this is no longer a library program if there is going to be a continuation of the program, otherwise there will be a perception that the library is charging for an event.

It is foreign policy issue office that you pay for the video and booklet for discussion questions. In the past the Friends funded it.

**Public Participation:**

None.

**Adjournment:**

A motion was made/seconded (Fitzgerald/Ryan) to adjourn at 8:13 PM, with Trustees voting unanimously in favor.

**Next Meeting:**

November 18, 2024, 7:00 PM - in person at the branch

**Handouts:**

- Agenda
- Meeting Minutes from September 2024
- Director's Report
- WPL Action Plan Summer 2024
- Monthly stats September
- Budget Figures
- Acceptances and Expenditures

**Respectfully Submitted:**

Wendy Hickey