

**WESTWOOD FREE PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING MINUTES**

**MEETING DATE:** Monday, July 27, 2020

**CALLED TO ORDER:** at 7:01 p.m. by Dennis Farrell via Zoom.

**PRESENT:** Martha Urbiel (MU), Dennis Farrell (DF), Vince Fitzpatrick (VF), Suzanne Gorham (SG), Bev Karch (BK), Linda Phayre (LP), Mike Violano (MV), and Rob Biccocchi (RB).

**SUNSHINE LAW:** Read by DF.

**PUBLIC FORUM:** No members of the public were present.

**MINUTES:** BK made a motion to accept the minutes of the June 22 meeting; LP seconded. The motion carried.

**TREASURER'S REPORT:** MV presented the treasurer's report and cash management fund. The total of the checking account, cash management fund, and capital account is \$140,555.18. VF made a motion to accept the treasurer's report; BK seconded. The motion carried.

The current bills list numbered 6605-6623 was reviewed. VF offered a motion to accept; BK seconded. The motion carried.

MV noted that the expenses are on track, according to the profit and loss statement. An additional meeting is not necessary at this time.

**COMMITTEE REPORTS:** None.

**DIRECTOR'S REPORT:** MU reported that the summer programming is going well. Children, teens, and adults are actively participating. The library, with the help of the Friends, has been able to connect with local businesses through purchased prizes.

Interlibrary loans have resumed. Patrons are actively requesting books and picking them up through the doorside pickup. An area has been set-up in the parking lot for outdoor browsing. Digital circulation continues to be strong.

Patrons have been utilizing the printing services. They print from their devices in the parking lot and pick up their documents at the side door.

ESL tutoring will resume soon. Two tutor training classes will be offered online in the fall.

The library hosts Zoom meetings for Neighbors Helping Neighbors, a group that supports members of the community with their job search and skill building.

The Friends are selling puzzles, pictures of Westwood businesses, that can be purchased online.

**PRESIDENT'S REPORT:** None.

**OLD BUSINESS:** The library will continue to operate as it has been since the reopening, including online programming and outdoor browsing. The indoor area will continue to be closed to patrons. A full reopening will be considered in the future depending on the rate of virus transmission. The building committee will meet to approve a level 4 reopening plan.

The summer reading program ends on August 14. Children's programs will resume in September. MU will set-up a meeting with Superintendent Gonzalez to discuss how the library can support the schools.

**NEW BUSINESS:** Service will continue on the conduit to improve connectivity. RB will obtain information about WiFi service in the town in order to improve digital access for Westwood residents.

**MEETING ADJOURNED:** MV made a motion to adjourn the meeting; seconded by VF. The meeting was adjourned by DF at 7:39 p.m.