

**WESTWOOD FREE PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING**

**MEETING DATE:** Tuesday, November 24, 2015

**CALLED TO ORDER:** at 7:34 p.m. by Dennis Farrell.

**PRESENT:** Martha Urbiel (MU), Dennis Farrell (DF), Barbara Stewart (BJS), Bev Karch (BK), Mike Violano (MV), Vince Fitzgerald (VF), Frank Zimmerman (FZ), Beth Dell (BD), Felicia Brockner (FB).

**SUNSHINE LAW:** Read by DF.

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

**MINUTES:** A motion to accept the minutes of the September 22, 2015 meeting was made by BK; seconded by DF. The motion carried.

**TREASURER'S REPORT:** The treasurer's report was presented by DF. Total checking and cash management funds are \$240,324.57. A motion to accept the treasurer's report was made by VF and seconded by FZ. The motion carried.  
The current bills list (5352-5378) was read. A motion to accept the bills list was made by VF; seconded by BJS. The motion carried.

**COMMITTEE REPORTS:** The Budget Committee reviewed and approved the 2016 Budget; MU submitted the proposed Library Budget to the Town Council.

**CORRESPONDENCE:** None.

**DIRECTOR'S REPORT:** MU commented on the successful and well attended stretching class conducted by Roger Anthony.

Other highlights for the October 28-- November 24 period included: the Junior Friends project to raise money for the food pantry; a French film fest; and a Windows 10 program.

The curbing and apron of the Library parking lot have been repaved; the rest of the parking lot is being scheduled for completion.

MU is soliciting quotes for a new Audio Visual system. She has also talked with an architect regarding a plan to create small meeting and quiet space for the area of the library between the front desk and the kitchen.

The Library will be conducting a reading for children featuring Mrs. Clause as part of Home for the Holidays on December 5. The Junior Friends will assist with the holiday program and a group from Zion Church will sing carols.

**PRESIDENT'S REPORT:** None.

**OLD BUSINESS:** MU proposed that the Trustee Information and Action sheet on Privacy as part of the Trustee Education requirement be read and reviewed by Board members. The policy will be discussed at the December meeting.

**NEW BUSINESS:** BD stated that someone will be selected from a list of volunteers for the Library Trustee position at the Council's next reorganization meeting.

MU will be seeking staff to replace librarian Susan Rayner who is retiring at the end of year after 34 years at the Westwood Library.

**MEETING ADJOURNED:** A motion to adjourn was made by BJS; seconded by VF. The meeting was adjourned by DF at 8:01 p.m.