

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, April 26, 2021

CALLED TO ORDER: at 7:06 p.m. by Vincent Fitzpatrick via Zoom.

PRESENT: Martha Urbiel (MU), Vincent Fitzpatrick (VP), Dennis Farrell (DF), Suzanne Gorham (SG), Bev Karch (BK), Linda Phayre (LP), Mike Violano (MV), Claudia Gonzales-Doell (CGD), Noeline Grefrath (NG), and Rob Bicocchi (RB).

SUNSHINE LAW: Read by VF.

PUBLIC FORUM: Public members were present: Ananya, Mari, Allaine, Kayla of the Junior Library Council.

MINUTES: MV clarified that the last paragraph of New Business in the minutes from the March 22 meeting should begin with “MU” rather than “MV.” A motion to accept the minutes of the March 22, 2021 meeting, with the change, was made by MV; seconded by NG. The motion carried.

TREASURER'S REPORT: The treasurer's report and cash management fund was presented by MV. The total of the checking account, cash management fund, and capital account is \$113,410.10.

MV pointed out that the balance of the first quarter funds and the second quarter funds have not yet been received from the Borough. There is currently enough funding in the Library's account to cover April's bills. MU will follow up again with Frank. A motion to accept the treasurer's report was made by DF and seconded by BK. The motion carried.

The current bills list (6796-6823) was distributed. BK questioned the double fees for the elevator inspection. MU clarified that one fee is for this year's elevator inspection and the second fee was for the elevator to be reinspected resulting from a previous violation.

VF questioned the \$6,650 payment made to FKA Architects in August 2020. MV clarified that it was payment made to the architectural company hired to assess the downstairs rooms of the Library for a project that may possibly be funded by a grant in the future.

A motion to accept the bills list was made by NG and seconded by SG. The motion carried.

COMMITTEE REPORTS:

Building and Grounds Committee. MV drafted a letter to the Mayor and Council that was approved by the committee. RB advised that some of the requested funds were approved by the Mayor and Council. The Board's objective is still to meet with the Mayor or Council member to discuss capital expenses and how to best address them going forward. RB stated the importance of creating short- and long-term plans for the projects that are needed. Once the budget is finalized, RB will meet with MU to discuss the details of the work that needs to be completed. The Board acknowledges and appreciates the Mayor and Council's support of the Library.

Budget Committee. MV stated that as soon as the Borough confirms the budget, some adjustments can be made in the operations budget that will allow the Library to meet their plans and objectives for the year. Sunday hours will continue to be eliminated when the Library reopens in a greater capacity.

DIRECTOR'S REPORT: MU shared details of the programs that were offered last month. The online programs have continued to be successful. The children's winter reading program is coming to a close. Janet Dunn has been busier with notary services, as the service is no longer offered at Borough Hall.

The application for the CARES Act mini-grant was completed. If granted, funds will be used to install a kiosk at Westwood House allowing residents to request Library materials. Residents will be able to browse titles and request materials for delivery. The Library will be responsible to maintain the physical equipment and software will be maintained remotely. Junior volunteers and Friends will assist residents in using the kiosk.

The family of Shy Touba, former employee and Friend, requested that the Library apply for a grant through their foundation in her name. MU shared ideas for ways the Library can honor her memory. MV suggested that the Board discuss ways to honor former employees or Friends, particularly members who have donated so much of their time to the Library. BK suggested that a committee be formed and projects funded by the Friends. MU suggested that a committee also be formed by members of the Board to oversee policy and planning.

The Library will partner with Celebrate Westwood and the Green Team for upcoming events. There are no current plans to change the number of patrons permitted into the Library at the same time. Some upcoming programs will take place outdoors.

TRUSTEE EDUCATION REPORT: MV, NG, and LP shared information about the "Telling the Library Story" workshop held on April 22 by James LaRue.

PRESIDENT'S REPORT: None.

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OLD BUSINESS: The Whiskey Smackdown was a successful fundraiser; \$3,800 was raised by the Friends.

NEW BUSINESS: About \$2,500 was received from Bergen County in grant funds to help cover COVID-related expenses.

MEETING ADJOURNED: A motion to adjourn was made by MV; seconded by NG. The meeting was adjourned by VF at 8:13 p.m.

