

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

**MEETING DATE:** Monday, July 26, 2021

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

**PRESENT:** Martha Urbiel (MU), Vincent Fitzpatrick (VP), Suzanne Gorham (SG), Mike Violano (MV), Frank Zimmerman (FZ), Noeline Grefrath (NG), Bev Karch (BK) and Beth Dell (BD).

**SUNSHINE LAW:** Read by VF.

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

**MINUTES:** There needs to be one change to the minutes of June 28th. The meeting was held in person at the Library, not via zoom. FZ made a motion to accept the minutes of the June 28 meeting; MV seconded. 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 \$106,649.27. A motion to accept the report was made by BK seconded by FZ. The motion carried.

The current bills list (6865-6888) was reviewed, which included 3rd quarter BCCLS payment of 8,007.34. NG questioned the Kirkus Review. MU clarified they are for periodicals. A motion to accept the bills list was made by BK; seconded by NG. The motion carried.

**COMMITTEE REPORTS:**

**Budget Committee:** MV opened a discussion about the P&L report. He stated that the income is 30% percent lower, but there is a time lag in receiving funds. Municipal funds will be slightly lower because of retroactive salary increases, but will come back inline soon. MV suggested the Budget committee should meet to adjust projections. MU stated that collection spending is fluid because the Library is always assessing its needs. MU said that Covid accelerated the switch to ebooks and online content but they still need to balance their need for in-house collections vs. online content with a licensing agreement.

**DIRECTOR'S REPORT:** MU shared that the Shy Toubia garden is moving forward. They will be creating a patio on the west side of the property. It is scheduled to be completed by April/May 2022. But since materials are so expensive right now MU is not pushing for a quick deadline.

MU hired new pages and has hired a temporary replacement for Janet Dunn until January.

MU is looking in to Library/Aware for newsletters and marketing, offers a lot more content than Constant Contact and could be worth the cost.

MU stated that the Library has switched to Ingram for book distribution from Baker and Taylor, who were becoming very slow in their deliveries.

MU stated that the summer reading program is going great and is well attended with 114 participants and more than 2000 books already read. Program ends August 13.

MU applied for an ARPA grant for lockers to make material pickup available 24 hours a day.

**TRUSTEE EDUCATION REPORT:** None.

**PRESIDENT'S REPORT:** None.

**OLD BUSINESS:** MU stated that the bathroom use for Recreational programs is no longer needed due to the use of the train station bathrooms. Summer Reading update and Shy Toubia Memorial Garden update covered in Director's report.

MV stated that he went to the Council meeting. He thanked the council for funding the Library above the 1/3 mill rate because fundraising is challenging right now. Asked Mayor and Council for help with applying for grants but the Mayor feels the town's grant writer isn't the best fit and we should find someone who is more knowledgeable about library specific grants. MU stated that she knows a company that could help but they do charge a fee. VP stated that grant writers usually receive 10% of grant total.

**NEW BUSINESS:** MU stated that she is considering turning a true crime trivia night program into a fundraiser. MU covered ARPA grant and switch to Ingram in her Directors report. MU stated the library is using a free trial to start the Digitization project. Westwood News from the 1950-80's will be put online.

MU stated the library is a part of Westwood's Green Team and recently discussed the plastic ban going into effect March 2022. They are contacting the state to share information on the transition. Beginning May 4, 2022, New Jersey businesses may not sell or provide single-use plastic carryout bags to their customers.

Next Meeting is August 23rd, there was a discussion to possibly switch the September meeting.

**MEETING ADJOURNED:** A motion to adjourn was made by FZ; seconded by BK. The meeting was adjourned by VF at 8:06 p.m.