

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, April 29, 2024

CALLED TO ORDER: at 7:04 p.m. by Suzanne Gorham.

PRESENT: Martha Urbiel (MU), Suzanne Gorham (SG), Dennis Farrell (DF), Noeline Greffrath (NG), Bev Karch (BK), Linda Phayre (LP), Nickeisha Williams (NW), Mike Violano (MV), Claudia Gonzales-Doell (CGD), and Beth Dell (BD).

SUNSHINE LAW: Read by SG.

PUBLIC FORUM: No members of the public were present.

MINUTES: BV made a motion to accept the minutes of the March 25 meeting; DF 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 \$264,932.97. A motion to accept the report was made by LP; NW seconded. The motion carried.

MU shared that the first quarter payment was received this month. The second quarter payment is expected next week.

The current bills list (7526-7541) was reviewed. A motion to accept the bills list was made by BK; CGD seconded. The motion carried.

COMMITTEE REPORTS: The Budget Committee. There was a slight adjustment to the original budget to account for the children's librarian position. The salary budget was lowered in order to match the new hire's temporary salary, which will increase after she earns her degree. Consequently, the operating budget was increased; the total budget did not change. Trustees received a copy of the updated budget. A motion to accept the revised budget was made by DF; BK seconded. The motion carried.

MUNICIPAL CAPITAL REQUEST REPORT: BD shared that the front door project was not approved to be included in this year's municipal budget. It is included in the capital budget so that funding is available to repair the doors in the event that they stop working.

BOARD MEMBERS TRAINING REPORT: BK completed additional trustee training. She added the titles to the trustee training tracking document, with comments about the training. The sessions covered artificial intelligence, ChatGPT, and virtual reality.

STRATEGIC PLAN REVIEW (April and October): MV suggested adding an addendum to the Strategic Plan to include an additional objective. The new building and grounds improvement objective would include adding a professional program room connected to the adult area.

MU discussed the importance of having a project approved by the Board and the Borough, with plans available in order to be ready to apply for grants or secure funding should they become available.

BK made a motion to proceed with the project presented; DF seconded. The motion carried.

BK made a motion to create an addendum to the Strategic Plan; NW seconded. The motion carried. MU will update the website accordingly to include the addendum to the Strategic Plan.

BOROUGH LIAISON REPORT: BD asked about reversing the slats in the fence by the Shy Touba Memorial Garden. MU explained that the slats were planned that way during the 2022 project to avoid the posts interfering with the sidewalk. The strip of fencing in question is currently running parallel to a chain link fence facing a house with garbage piled up. The fencing plan was verbally approved by Durene prior to installation and was not presented to MU as an issue until after the work was done and landscaping was completed. Armand made a few requests to MU to turn the fence around, so MU approached Durene about leaving the fence as is, since the landscaping had already been completed. After some time, MU still had not heard anything further, so considered the matter dropped.

MU emailed Armand in November 2023 to inquire about a new prospective project involving an addition to the Library. MU did not receive a response to that email or follow-up emails. During an in-person meeting where Armand was present, MU questioned Armand about the email regarding the addition. Armand told MU that he would not respond to the email or do any further work for the Library. MU suggested that Armand's refusal to work with the Library on the addition project may be related to the fence issue as described above.

DIRECTOR'S REPORT: The leaking on the adult side has continued.

Vi Kwarter will fill the role of Children's Library Associate starting on June 17, 2024.

Several children's, young adult, and adult programs ran this past month. Original poems were sent to patrons upon request for poetry month. ESL classes ran online and in-person.

The Friends of the Library held their monthly book sale and a trivia fundraiser.

OLD BUSINESS: The Friends fundraiser on April 19 was very successful. MV wrote a thank you letter that was published in the Pascack Press.

NEW BUSINESS: BK made a motion to move capital money to the state municipal fund for interest benefits; LP seconded. The motion carried.

Annual approval of Resolution Authorizing Issuance of Moneys Without Requiring Vendor Certification to include additional vendors and materials or services under \$500. The motion carried.

Planning has started for the summer reading program. The theme is adventure.

The One Book Westwood book this year is Stuart Little by E.B. White.

MEETING ADJOURNED: LP made a motion to adjourn; NW seconded. The motion carried. The meeting was adjourned at 8:06 p.m. by SG.