

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, December 21, 2020

CALLED TO ORDER: at 7:06 p.m. by Dennis Farrell via Zoom.

PRESENT: Martha Urbiel (MU), Dennis Farrell (DF), Mike Violano (MV), Frank Zimmerman (FZ), Bev Karch (BK), Suzanne Gorham (SG), Noeline Grefrath (NG), Linda Phayre (LP), and Jodi Murphy (JM).

SUNSHINE LAW: Read by DF.

PUBLIC FORUM: No members of the public were present.

MINUTES: FZ made a correction to the minutes of the November 23 meeting. The meeting was adjourned by SG. MV made corrections to the Director's Report portion of the minutes. MU shared that the Library ran another full month of programming. MU will reduce the number of patrons permitted to browse in-person at a time. MV also made a correction to the Old Business portion. MU considered eliminating in-person browsing as the governor limited indoor gatherings to 10. BK made a motion to accept the minutes of the November 23 meeting with corrections; FZ 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 \$155,706.27. BK made a motion to accept the treasurer's report; NG seconded. The motion carried.

The current bills list numbered 6706-6727 was reviewed. BK made a motion to accept; FZ seconded. The motion carried.

COMMITTEE REPORTS:

MU read a letter addressed to DF, sent by a Westwood resident, praising the Library for their efforts during the past several months.

DIRECTOR'S REPORT: MU shared many programs that were offered last month, including Boggle on Google Meet and Gift of the Magi community reading.

A tutor training workshop was conducted and many meetings were held, including Green Team, LVPV member meeting, and BBCLS system council meetings.

The Friends conducted their annual fund drive and puzzle sales.

PRESIDENT'S REPORT: None.

OLD BUSINESS: MU stated that the Library's doors will continue to remain open. The number of patrons permitted in the Library at a time is limited to five. Up to five staff members are present in the Library at a time. The computers are still not in use.

Parking lot flooding and water collecting in the basement has not been an issue since the problem areas were cleaned out. MV stated the importance of repairing the foundation and addressing it as a capital expense. MU suggested inviting the mayor and council to tour the library, particularly the ramp and the effects that water has on the heating system underneath it.

NEW BUSINESS: More hotspots are available. A new database, Brainfuse is now available, as a joint effort between three libraries.

MU requested a copy of the Borough's staff manual. JM will make sure a copy is sent to MU so that it is available to use to update the Library's staff manual.

MU confirmed January 25, 2021 as the date for the next Board meeting.

MEETING ADJOURNED: VF made a motion to adjourn the meeting; seconded by NG. The meeting was adjourned by DF at 7:35 p.m.