

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, February 22, 2021

CALLED TO ORDER: at 7:03 p.m. by Vincent Fitzpatrick via Zoom.

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

SUNSHINE LAW: Read by VF.

PUBLIC FORUM: No members of the public were present.

MINUTES: MV clarified that he is on the Buildings and Grounds Committee. VF corrected Rob Bicocchi's initials (RB). BK made a motion to accept the minutes of the January 25 meeting with corrections; 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 \$130,358.03. A motion to accept the report was made by BK; seconded by NG. The motion carried.

The current bills list (6752-6772) was reviewed. A motion to accept the bills list was made by DF; seconded by CGD. The motion carried.

COMMITTEE REPORTS:

Building and Grounds Committee: MU provided an update on Library repairs. A request was made for the HVAC system to be checked out. The heating system under the ramp is now working. Brick work at the bottom of the ramp needs to be remedied so that water does not collect there.

DIRECTOR'S REPORT:

MU reviewed the list of programs that were offered last month. The Library continues to provide job support services and to support early literacy. Online engagement continues to be strong. The Friends of the Library continues to support a collection of children's, teen, and adult programs.

MV suggested that the budget should consider the limitation in fundraising opportunities that continues to exist for the Friends and ways to work together to increase fundraising opportunities.

MU shared that staff computers continue to be updated. Webcams were purchased for staff to use for meetings and workshops and for patrons to borrow. Staff attended relevant training and meetings. Patrons continue to consistently utilize the Library's services and circulation remains strong.

PRESIDENT'S REPORT: None.

OLD BUSINESS: MV provided an update on the budget letter to be sent to the Mayor and Council, detailing the Library's budget. MV incorporated suggestions and edits elicited from the Trustees and the finalized letter is ready to be sent. Trustees will stop by the Library tomorrow to sign the letter.

NEW BUSINESS:

RB shared preliminary information regarding a proposed project utilizing the Library intended to help seniors register for the COVID-19 vaccine.

MV shared information about a free summit being offered by Library Journal tomorrow and about BCCLS roundtable sessions being offered every other month, as networking opportunities for library trustees.

MEETING ADJOURNED: DF made a motion to adjourn; BK seconded. The motion carried. The meeting was adjourned at 7:44 p.m. by VF.