

WESTWOOD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, February 24, 2025

CALLED TO ORDER: at 7:02 p.m. by Suzanne Gorham.

PRESENT: Catherine Dileo (CD), Suzanne Gorham (SG), Nickeisha Williams (NW), Noeline Grefrath (NG), Mike Violano (MV), Claudia Gonzales-Doell (CGD), Linda Phayre (LP), Bev Karch (BK), Dennis Farrell (DF), Frank Zimmerman (FZ), and Anthony Greco (AG).

SUNSHINE LAW: Read by SG.

PUBLIC FORUM: One member of the public, James Fraleigh, was present.

MINUTES: SG shared a correction to the personnel committee portion of the January 27 minutes: the personnel manual, not policy manual, will be updated. BK made a motion to accept the minutes of the January 27 meeting with the correction; 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 \$306,075.10. A motion to accept the report was made by BK; NG seconded. The motion carried. The current bills list (7729-7752) was reviewed. A check was received from the Borough for 2024 excess funds for the difference that was budgeted for salary and benefits versus the amount spent. A motion to accept the bills list was made by NG; CGD seconded. The motion carried.

COMMITTEE REPORTS: Budget Committee. MV shared that the Committee is making small adjustments to the budget and will share the final budget at the March meeting.

Policy Committee. BK shared that CD created an Unattended Children's Policy, as the Library does not currently have one. The Committee recommends that the policy be adopted. NG made a motion to adopt the policy; DF seconded. The motion carried.

Personnel Committee. LP shared that CD updated the adult services associate and children's services associate job descriptions to be included in the personnel manual. DF made a motion to adopt the new job descriptions; MV seconded. The motion carried.

Building Committee. SG shared the blueprints for the prospective addition to the Library's structure from architect Anthony Iovino. The Committee favors the design that includes two study rooms, a janitor closet, a sink, and a multipurpose room that seats 108. The committee will ask the architect about expanding the closet space, a temporary partition between the study rooms rather than a solid wall, and options to provide visibility into the study rooms.

MUNICIPAL CAPITAL REQUEST REPORT: None.

BOARD MEMBERS TRAINING REPORT: BK attended a panel discussion about the future of libraries. Libraries are being reimagined as places to learn about new technologies, rather than warehouses of books. MV, SG, and LP attended a training about the value of BCCLS, including a presentation about the services that BCCLS provides and the way the organization is run.

STRATEGIC PLAN REVIEW (April and October): None.

BOROUGH LIAISON REPORT: None.

DIRECTOR'S REPORT: CD shared that the fire marshal recommends getting a second opinion from a contractor for the panel to ensure that it needs to be replaced, rather than repaired, as a replacement is costly.

The camera in the children's area was repaired and will be moved to a better location. CD intends to have a camera installed by the back patio.

The FacilitySite Sensor was installed but is not yet functional.

The Library Statistical report was completed.

CD visited the Westwood House and will continue to visit a few times a month.

Based on a survey, the Friends will add ticket offerings for The Guggenheim Museum, Brooklyn Botanical Garden, and Storm King Art Center.

Several children's and adult programs ran last month and social media engagement has increased.

OLD BUSINESS: None.

NEW BUSINESS: None.

MEETING ADJOURNED: DF made a motion to adjourn; CGD seconded. The motion carried. The meeting was adjourned at 7:51 p.m. by SG.