

WESTWOOD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Thursday, February 29, 2024

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

PRESENT: Martha Urbiel (MU), Dennis Farrell (DF), Suzanne Gorham (SG), Frank Zimmerman (FZ), Noeline Grefrath (NG), Claudia Gonzeles-Doell (CGD), Linda Phayre (LP), Nickeisha Williams (NW), Mike Violano (MV) and Beth Dell (BD).

SUNSHINE LAW: Read by DF.

PUBLIC FORUM: One member of the public was present.

SWEARING IN OF TRUSTEES: BD administered the Oath of Office to CGD.

MINUTES: NG made a motion to accept the minutes of the January 22 meeting; SG seconded. FZ and CGD abstained. The motion carried.

REORGANIZATION:

Election of Officers. NG made a motion to open nominations for officers; CGD seconded. The motion carried.

NG nominated DF for President; FZ seconded. MV nominated SG for President; CGD seconded. NW moved to close nominations; DF seconded. FZ counted the anonymous votes. The votes were tied; DF conceded to SG. **SG was elected President. DF was elected VP.**

CGD nominated MV for Treasurer; DF seconded. DF made a motion to close nominations; SG seconded. **MV was elected Treasurer.**

NW nominated LP for Secretary; DF seconded. DF made a motion to close nominations; SG seconded. **LP was elected Secretary.**

Appointment to Committees.

For Budget Committee, the members shall be CGD, MV, NG, and SG.

For Buildings and Grounds Committee, the members shall be MV, FZ, DF, and SG.

For Policy Committee, the members shall be NW, BK, LP, and SG.

For Personnel Committee, the members shall be DF, NW, LP, and SG.

TREASURER'S REPORT: CGD presented the treasurer's report and cash management fund. The total of the checking account, cash management fund, and capital account is \$214,127.08.

MV asked if the Library received the first quarter funds. MU replied that it has not yet been received. A motion to accept the report was made by DF; MV seconded. The motion carried.

The current bills list (7482-7506) was reviewed. MV questioned the BCCLS charge. MU explained that the fee increased when the Library instituted the BCCLS WiFi. Also, a switch needed to be replaced, which added to the increased cost. A motion to accept the bills list was made by NW; LP seconded. The motion carried.

COMMITTEE REPORTS: None.

MUNICIPAL CAPITAL REQUEST REPORT: MU shared that the windows have been replaced. Several projects have been submitted for the capital request but will not be addressed until the budget is passed. MU highlighted the outside sliding door replacement project for the 2024 list. BD replied that the project is on the list but cannot be confirmed until the budget is set.

BOARD MEMBERS TRAINING REPORT: BK previously notified MU via email that she completed two hours of professional development.

STRATEGIC PLAN REVIEW (April and October): None.

BOROUGH LIAISON REPORT: BD welcomed all trustees and thanked the Library for hosting a dementia support group. BD spoke with Rick Woods about the leak. He is prepared to address it. BD shared that the mil rate is up this year.

DIRECTOR'S REPORT: MU contacted Library Creative Concepts for quotes on updating reference points and creating more space for public use.

Several children's, young adults, and adult programs ran last month. MU is preparing for Read Across America week.

The ESL program is expanding with more tutors and two additional libraries interested in participating.

The Friends will host a fundraiser on April 19. MU is collaborating with Ridgewood to help bring the Ridgewood International Film Festival to Westwood.

OLD BUSINESS: None.

NEW BUSINESS: Discussion of Appropriate Library Behavior Policy. MU will post "Staff Only Beyond This Point" signage on the doors of the office spaces. MU and staff have watched a training video and are directed to stay calm in the event of disruptive behavior in the Library, especially if being filmed. Staff may close the Library if any members feel uncomfortable.

Discussion of BCCLS budget will be held at the next meeting when Bev is present. Westwood

Library Board Minutes February 29, 2024 Page 2

The Friends of the Library will host a movie trivia night on April 19. Tricky tray raffle baskets will be displayed in the library prior to the event. MV confirmed that the Friends hold appropriate licensing. Refreshments will be served.

MV mentioned that today is Denise Lester's last day. There will be a vacancy for the children's librarian position.

MEETING ADJOURNED: DF made a motion to adjourn; NW seconded. The motion carried. The meeting was adjourned at 8:03 p.m. by SG.

