

## WESTWOOD FREE PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING MINUTES

**MEETING DATE:** Monday, January 22, 2024

**CALLED TO ORDER:** at 7:04 p.m. by Dennis Farrell.

**PRESENT:** Martha Urbiel (MU), Dennis Farrell (DF), Suzanne Gorham (SG), Bev Karch (BK), Noeline Grefrath (NG), Mike Violano (MV), Linda Phayre (LP), and Beth Dell (BD).

**SUNSHINE LAW:** Read by DF.

**PUBLIC FORUM:** Four members of the Junior Library Council were present.

**MINUTES:** BK made a motion to accept the minutes of the December 18 meeting; SG seconded. The motion carried.

#### **REORGANIZATION:**

**Election of Officers and Appointment to Committees.** BK made a motion to postpone the election of officers and committee appointments to the February meeting and to continue the current officers and committee members until then; NG seconded. The motion carried.

**Swearing in of Officers:** DF administered the Oath of Office to MV and LP.

**Designation of Legal Depositories.** A motion to accept Lakeland Bank as the legal depository for the Library checking account and Valley National as the legal depository for the Literacy Volunteers of Pascaek Valley checking account was made by BK; SG seconded. The motion carried.

**Library Board 2024 Meeting Dates:** MU shared the proposed Board meeting dates for 2024. NG made a motion to accept the meeting dates; SG seconded. The motion carried.

**Annual Resolution Authorizing Issuance of Moneys Without Requiring Vendor Certification.** BK made a motion to authorize the resolution; LP seconded. The motion carried.

**Annual Authorization of Library Board President and Board Treasurer to approve bill payments when there is not a quorum.** LP made a motion to accept the authorization; BK seconded. The motion carried.

**Annual Resolution: In the event of an emergency or inclement weather, the Library Director is authorized to close the library or to declare a late opening or early closing.** BK made a motion to accept the resolution; LP seconded. The motion carried.

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**Renewal of Resolution for Attorney Authorization.** MV made a motion to renew the Library's agreement with the attorney; SG seconded. The motion carried.

**Annual Signing of BCCLS Certification Agreement.** NG made a motion to accept the authorization; MV seconded. The motion carried.

**TREASURER'S REPORT:** NG presented the treasurer's report and cash management fund. The total of the checking account, cash management fund, and capital account is \$224,858.71. A motion to accept the report was made by MV; BK seconded. The motion carried.

The current bills list (7463-7481) was reviewed. A motion to accept the bills list was made by SG; LP seconded. The motion carried.

**COMMITTEE REPORTS:** None.

**MUNICIPAL CAPITAL REQUEST REPORT:** MU shared that the windows were received but have not yet been installed. MU reviewed the capital requests with BD.

**BOARD MEMBERS TRAINING REPORT:** None.

**STRATEGIC PLAN REVIEW:** The Board will review the strategic plan twice yearly, April and October.

**BOROUGH LIAISON REPORT:** MV welcomed BD back as the Library Council Liaison. BD has been in touch with Durene regarding the capital projects. BD shared that Rick has two quotes for the roof over the leaky window and Durene has requested a third quote.

**DIRECTOR'S REPORT:** MU shared that Sue Hardin started as Business Manager on January 2. Sienna Tracy started as full-time Library Assistant on January 16. Paula Puca started as LVPV Coordinator's Assistant on January 16.

Denise Lester resigned as the Youth Services Librarian; her last day of work is February 29. Her position has been posted and interviews started for her replacement.

Several children's, young adult, and adult programs ran in the past month. The ESL conversation class and conversation group was held, as well as the Friends of the Library monthly book sale.

MU spoke with Fred Rella, grant writer for Westwood, about applying for an AARP grant for the retractable wall.

**OLD BUSINESS:** BK thanked SG, MV, and CGD for their hard work on the Friends appreciation event in December.

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**NEW BUSINESS:** The Friends of the Library will hold a trivia night fundraiser on April 19 at the Library 7 p.m. - 9 p.m.

MU thanked the Junior Library Council volunteers for their hard work at the Home for the Holidays event.

**MEETING ADJOURNED:** LP made a motion to adjourn; MV seconded. The motion carried. The meeting was adjourned at 7:49 p.m. by DF.

