

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, January 27, 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 was present.

MINUTES: BK made a motion to accept the minutes of the December 16 meeting; FZ seconded; DF, CGD, and NG abstained. The motion carried.

REORGANIZATION:

Election of Officers: SG was elected President. DF was elected Vice President. MV was elected Treasurer. LP was elected Secretary.

Appointment to Committees: Budget Committee is MV, NG, CGD. Building Committee is DF, FZ, MV. Policy Committee is LP, NW, BK. Personnel Committee is LP, NW, DF.

Designation of Legal Depositories: MV made a motion to maintain Provident Bank and State Street as our legal depositories; BK 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. DF made a motion to accept the authorization; LP 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; DF seconded. The motion carried.

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

Annual Signing of BCCLS Certification Agreement. NG made a motion to accept the authorization; NK 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 \$320,235.26. A motion to accept the report was made by NG; DF seconded. The motion carried. The current bills list (7705-7727) was reviewed. A motion to accept the bills list was made by LP; NG seconded. The motion carried.

COMMITTEE REPORTS: Building Committee. MV shared that the contract with the architect will be signed by both SG and CD. The architect anticipates that it will take 8-10 weeks to complete the survey project and share the results.

Personnel Committee. SG shared that, over the next several months, the committee will work on updating the personnel manual, policy manual, and job descriptions.

MUNICIPAL CAPITAL REQUEST REPORT: MV suggested that the Budget Committee meet to update the budget and give CD a chance to review the budget and capital account. Recommended changes will be presented at the next meeting.

BOARD MEMBERS TRAINING REPORT: None.

STRATEGIC PLAN REVIEW (April and October): None.

BOROUGH LIAISON REPORT: AG introduced himself as the new Library Borough liaison.

DIRECTOR'S REPORT: CD shared a quote for an update recommended by the fire marshall, that can be added to the capital project list.

CD will gather information to be used in writing an unattended children's policy.

CD will add door count and circulation data to the Director's Report going forward.

The State report is due mid-march, CD will complete it by the February meeting.

Pascack Valley Medical Center wants to do free health screening monthly at the Library. They discussed prospective safety classes.

Patrons have been sharing ideas for prospective programs. CD will look into a tech assistance by appointment program and a morning book group.

Several children's and adult programs ran this month and the Friends hosted a book sale.

Smart door counters will be beta tested at the Westwood Library, funded by the BCCLS Innovation Fund. CD will receive data such as live patron counts, occupancy tracking, and forecasting.

OLD BUSINESS: None.

NEW BUSINESS: BK made a motion to add Catherline Dileo as a signer on the Library's checking, operating, and capital bank accounts, and to remove Martha Urbiel as a signer; LP seconded. The motion carried.

MV suggested inviting Durene Auyer, Anthony Greco, and Mayor Arroyo to tour the building with the Building and Grounds Committee.

MEETING ADJOURNED: NW made a motion to adjourn; FZ seconded. The motion carried. The meeting was adjourned at 7:45 p.m. by SG.