

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, March 24, 2025

CALLED TO ORDER: at 7:12 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), and Frank Zimmerman (FZ).

SUNSHINE LAW: Read by SG.

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

MINUTES: BK made a motion to accept the minutes of the February 24 meeting; NW 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 \$325,161.63. A motion to accept the report was made by NG; LP seconded. The motion carried.

Resolution authorizing the use of operating reserves for payment to the Borough of Westwood. The resolution passed unanimously.

The current bills list (7755-7773) was reviewed. A motion to accept the bills list was made by NG; CGD seconded. The motion carried.

COMMITTEE REPORTS: Budget Committee. MV shared the final 2025 budget containing the confirmed figures for salaries and liability and worker's comp insurance.

Policy Committee. SG shared that a few changes were made to the Unattended Children's Policy at the recommendation of our attorney. NW made a motion to amend the policy; LP seconded. The motion carried.

Personnel Committee. SG shared that the committee is working to update the personnel manual.

Building Committee. MV shared that the committee performed a walkthrough of the Library with Durene, Armand, and Anthony Greco. Armand and architect Anthony Iovino noted that a separate HVAC system would be needed for the proposed addition. Anthony Iovino made the requested changes to the closet size and the study room glass walls and confirmed that an additional bathroom is not necessary. Next, Anthony Iovino will share a cost estimate for the project, which

the Board will present to the Mayor and Council. CD will ask Anthony Iovino if he would be willing to present the plans at a Council meeting. MV made a motion to accept the changes and revisions made to the original plans; FZ seconded. The motion carried.

MUNICIPAL CAPITAL REQUEST REPORT: CD shared that the Borough's vendor, North East Fire, noted that replacing the keypad may remedy the issue with the fire panel and will advise. CD recommends that North East Fire monitors the building going forward.

BOARD MEMBERS TRAINING REPORT: None.

STRATEGIC PLAN REVIEW (April and October): None.

BOROUGH LIAISON REPORT: None.

DIRECTOR'S REPORT: CD shared that the DPW has started to replace upstairs ceiling tiles. The camera in the children's room has been repositioned to monitor the play area not directly visible to staff. An outdoor camera has been installed in the patio area.

Passes for the Brooklyn Botanical Garden and Guggenheim have been ordered. Digital access to the Wall Street Journal will begin in January. Game Zone donated a Nintendo Switch to be used for the Teen Switch Club.

Two additional libraries have expressed interest in joining LVPV. A new 12-week session begins in April. AmeriCorps conducts classes at member libraries where students are awaiting tutors.

Several children's, young adult, and adult programs ran this past month.

OLD BUSINESS: None.

NEW BUSINESS: SG suggested that each committee has a chairperson who reports back to the Board. MV will chair the budget committee. BK will chair the policy committee. NW will chair the personnel committee. The building committee chair will be appointed at the next meeting.

Trustees will share updated contact information with SG.

BK suggested that the Board only engage our attorney's services when there is a definitive legal concern. MV suggested that each committee make the decision to engage the committee when needed. After the bill is received for the revisions the attorney made to the Unattended Children's Policy, the Board will further discuss guidelines for utilizing the attorney's services.

MV attended a trustee roundtable regarding policy questions and issues. Libraries are eligible to receive NARCAN so it can be used by trained Library personnel in the case of a drug overdose

in the Library. At a future meeting, the Board will decide if it is in the best interest of the Library to have NARCAN available on site and Library employees trained to use it.

MEETING ADJOURNED: LP made a motion to adjourn; NW seconded. The motion carried. The meeting was adjourned at 8:18 p.m. by SG.