

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, October 26, 2020

CALLED TO ORDER: at 7:05 p.m. by Dennis Farrell via Zoom.

PRESENT: Martha Urbiel (MU), Dennis Farrell (DF), Bev Karch (BK), Linda Phayre (LP), Mike Violano (MV), Rob Biccocchi (RB), Frank Zimmerman (FZ), Claudia Gonzales-Doell (CGD), and Suzanne Gorham (SG).

SUNSHINE LAW: Read by DF.

PUBLIC FORUM: No members of the public were present.

MINUTES: BK made a motion to accept the minutes of the September 28 meeting; FZ 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 \$147,662.33. BK made a motion to accept the treasurer's report; FZ seconded. The motion carried.

The current bills list numbered 6659-6685 was reviewed. Two identical payments of \$8,366.88 were made to BCCLS for the third and fourth quarters. MU provided a written review of incorrect past billing by Suez Water. The Suez Water bills have been sorted out. CGD questioned check 6683 for the large printer lease. MU clarified that the copier leases are paid monthly, but the payments are sometimes delayed when the vouchers are sent back late from the vendors. BK made a motion to accept; SG seconded. The motion carried.

COMMITTEE REPORTS:

Budget Committee: MU presented the 2021 budget. SG questioned the increase in general appropriations. MV clarified budget changes, particularly an anticipated decrease in income, resulting from a lack of fines collected and decreased printer usage. There are anticipated repairs on the building.

Strategic Plan: MV shared that the committee continues to work on a draft of the three year plan (2021-2024). The goal is to complete it and have it available for discussion during the November meeting and be in place at the start of the new year. MU emphasized the importance of the plan, as the Library works to accommodate the growing number of platforms for

distributing content, to develop their collection, and to determine the best way to invest in and distribute materials. The Library will continue to offer essential resources as the community navigates the effects of COVID-19.

DIRECTOR'S REPORT: Many children's programs were offered this past month. All programs are now recorded and posted on the Library's YouTube channel for additional viewing. The children's Fall Reading Program continues, with 45 active participants. Two outreach storytime programs were held at local schools. A variety of adult and teen programs were offered this month and book groups were well attended.

Doorside circulation remains active and digital content circulation continues to be strong. MU received quotes to replace the roof and renovate the bathrooms, anticipated projects for next year.

CGD inquired about in-person browsing, since the library opened to the public. MU stated that patrons are taking advantage of the service, but remains under the 20 patron limit.

PRESIDENT'S REPORT: None.

OLD BUSINESS: The library remains open in a limited capacity, as the transmission rate continues to rise in the area and schools temporarily close. Indoor desktop computers are not available to patrons, but laptops may be borrowed to take home or to use in the outdoor area in the parking lot. WiFi hotspots have been purchased, but are out of stock, and will be offered to patrons when they become available. Notary services remain popular.

NEW BUSINESS: MU distributed the 2021 Board meeting dates. MV made a motion to accept; FZ seconded. The motion carried.

MU presented "Resolution Authorizing Issuance of Moneys Without Requiring Vendor Certification," which will allow payment to vendors for recurring bills without the use of vouchers. Recent changes in local finance laws permit these changes and will enhance the Library's ability to submit timely payments.

BK asked for clarification on the details of the resolution, and requested a revision of "unite" to "unit." BK made a motion to adopt; seconded by DF. The resolution was adopted unanimously.

MU presented a "Remote Meeting Public Comment Policy," as Library Board meetings continue to be held virtually. The verbiage was modeled after a similar resolution recently adopted by the Borough. BK made a motion to adopt; seconded by SG; the resolution was adopted unanimously.

MEETING ADJOURNED: MV made a motion to adjourn the meeting; seconded by CGD.
The meeting was adjourned by DF at 7:57 p.m.