

## WESTWOOD FREE PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING MINUTES

**MEETING DATE:** Monday, April 27, 2020

**CALLED TO ORDER:** at 7:07 p.m. by Dennis Farrell via Zoom.

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

**SUNSHINE LAW:** Read by DF.

**PUBLIC FORUM:** No members of the public were present.

**MINUTES:** MV proposed two changes to the March 26, 2020 meeting minutes. Under Old Business, the library will receive \$50k over the  $\frac{1}{3}$  mil rate. Under New Business, Dave Hanson's name was corrected. A motion to accept the revised minutes was made by BK and seconded by CGD. The motion carried.

**TREASURER'S REPORT:** The treasurer's report and cash management fund was presented by MV. The total of the checking, cash management fund, and capital account is \$106,213.29. A motion to accept the treasurer's report was made by FZ and seconded by VF. The motion carried.

The current bills list (6544-6567) was reviewed. VF referred to a prior conversation about BCCLS possibly reducing their rate. MV noted that we may be able to seek a discount to accommodate the reduction in interlibrary loans. BK suggested that we negotiate a fee reduction that reflects the current service changes. MU stated that she will contact BCCLS. A motion to accept the bills list was made by VF and seconded by BK. The motion carried.

MV noted that the Library Income listed on the Profit & Loss Budget vs. Actual spreadsheet (\$21,150) will likely change due to the current environment. We should expect less than was originally budgeted for the year, as fines will be lower and state aid is at risk. Further budget discussions will be held at a later date. MU stated that the numbers still need to be updated, as the municipal budget was just approved. The numbers listed on the report reflect last year's numbers, and the updated numbers will be available at the next meeting.

The current 2020 budget document was reviewed. VF asked for clarification on the funds approved by the Borough as compared to the funds requested. MV clarified that the  $\frac{1}{3}$  mil formula is based on the average tax revenues of the two years prior to last year. The 2020 budget

is based on average tax revenues of 2017 and 2018. The Borough town council has approved \$49,000 above the 1/3 mil (\$701,909) already approved.

VF questioned the gas expense (\$8,000). MU clarified that the increased requested amount was adjusted to be more accurate based on actual bills. MU stated that staffing and operational cuts had to be made, as overall funding is lower this year than last. MV clarified that cuts had to be made to funding used to acquire new materials. Cost of living increases had to be eliminated for staff and hours adjusted, although positions have been preserved.

MV noted that less funding will be generated by the Friends this year, as book sales will be limited and a major fundraising event is not likely to take place. VF noted a potential revenue loss of \$8,000 for fines that will not be collected. BK stated that we should not anticipate collecting fines for the remainder of this calendar year. DF extended appreciation to the Borough council members for their generosity and hard work in preparing the budget. A motion to accept the budget was made by VF and seconded by BK.

#### **COMMITTEE REPORTS:**

**Building Committee.** MU reported the committee's decision not to pursue the construction grant application previously discussed.

**Budget Committee.** Prepared the 2020 budget.

MU will attach Children's Department Report and Adult Services Report to the meeting minutes for reference.

#### **DIRECTOR'S REPORT:**

MU reported that programs have successfully shifted from in-house programs to online programs. Children and adult programs will continue to be added. Book groups and trainings have been working out very well online.

MU has started preparing the library for reopening. Preparation includes ordering sanitizing supplies and shields for the desks, moving shelving to provide more space for social distancing, and creating a plan to safely accommodate circulation.

MU stated that a scanner was purchased and historical documents are being scanned and posted on the library website. The personnel committee has discussed how the shutdown has affected staff. The committee will continue to meet to handle personnel issues that arise. With a full budget and working staff, furloughs are not expected.

MV reached out to the local Board of Health to offer assistance in contacting residents. Plans are being made for the summer reading program to keep it local and support local businesses. Several interactive programs have been launched, including poetry month last month, and a

program next month to collect residents' stories of their experiences during this historic time to be shared on the library's website.

**PRESIDENT'S REPORT:** None.

**OLD BUSINESS:**

MU previously reported on the budget.

**NEW BUSINESS:**

MU previously reported on accommodations made to deal with the current coronavirus crisis.

MV shared information regarding upcoming webinars in May.

**MEETING ADJOURNED:** A motion to adjourn was made by SG and seconded by VF. The meeting was adjourned by DF at 7:54 p.m.