

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, August 24, 2020

CALLED TO ORDER: at 7:01 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), Noeline Gregrath (NG), and Claudia Gonzales-Doell (CGD).

SUNSHINE LAW: Read by DF.

PUBLIC FORUM: No members of the public were present.

MINUTES: MV made a motion to accept the minutes of the July 27 meeting; BK 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 \$171,239.93. FZ made a motion to accept the treasurer's report; NG seconded. The motion carried.

The current bills list numbered 6624-6639 was reviewed. NG offered a motion to accept; LP seconded. The motion carried.

COMMITTEE REPORTS:

Building Committee: MU reported that a document was approved by the committee that outlines opening protocol for Level 4. Doors will open to the public at some point TBD, based on the area's rate of transmission. Hours would be commensurate with the current curbside hours. Limitations would be put on the number of people in the building and computer usage.

Policy Committee: MU reported that protocol was established for how to proceed if a staff member contracts or is exposed to COVID-19. The protocol was taken from the Borough memo regarding travel advisory and return to work policies. MV made a motion to accept the policy; NG seconded. BK abstained. The motion carried.

DIRECTOR'S REPORT: MU reported that the summer reading program concluded and was successful.

The outdoor library area has been well received and will be expanded in the fall. Many patrons took advantage of the electricity and Wi-Fi after the storm. The Cablevision modem was updated to keep the Wi-Fi strong.

The roof sustained some damage resulting from a small leak. It will be repaired. The DPW will investigate parking lot flooding. An elevator violation was repaired.

A new online teacher was hired for the ELL program. Morning and evening classes will be offered. One-on-one tutoring will take place online.

The Friends will sponsor a concert in the park in September.

Hotspots have been purchased for patrons to borrow.

PRESIDENT'S REPORT: None.

OLD BUSINESS: None.

NEW BUSINESS: Planning will commence for a new strategic plan, as the current strategic plan ends this year. MV suggested that the new strategic plan include the accomplishments that have been made in the past three years. CGD suggested that the plan include programs that assist with the consequences of COVID-19, such as job assistance and technology instruction. MU agreed, and detailed programs that are already available to patrons, such as classes through UDEMY and Google presentation through being a Google Business Partner. LP suggested having signage that displays the programs that are available for patrons who are not receiving the information on social media platforms.

MEETING ADJOURNED: MV made a motion to adjourn the meeting; seconded by CGD. The meeting was adjourned by DF at 7:35 p.m.