

## WESTWOOD FREE PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING MINUTES

**MEETING DATE:** Monday, August 23, 2021

**CALLED TO ORDER:** at 7:06 p.m. by Vincent Fitzpatrick.

**PRESENT:** Martha Urbiel (MU), Vincent Fitzpatrick (VP), Suzanne Gorham (SG), Linda Phayre (LP), Mike Violano (MV), Bev Karch (BK), Claudia Gonzales-Doell (CGD), and Rob Biccocchi (RB).

**SUNSHINE LAW:** Read by VF.

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

**MINUTES:** BK made a motion to accept the minutes of the July 26 meeting; MV seconded.

**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 \$120,453.94. The report was unanimously accepted.

The current bills list (6889-6906) was reviewed. A motion to accept the bills list was made by BK; seconded by CGD. The motion carried.

#### **COMMITTEE REPORTS:**

**Budget Committee.** The budget review will begin earlier this year with the intention of providing adequate time for meetings with the Mayor and Council to review the financials.

MV shared that 2022 financial planning will start in September.

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

MU submitted a grant for library lockers that would allow patrons to collect their materials outside of Library hours. She should receive a response to the grant application within the next week or so.

Lana Johnston from Literacy Volunteers of Pasack Valley retired; the Library is seeking a new teacher.

**TRUSTEE EDUCATION REPORT:** None.

**OLD BUSINESS:**

The summer reading program ended. It was very successful, with more children participating this year than last year. A few outdoor programs needed to be cancelled due to the weather, but 22 were held in-person and online.

New iPhones that were donated will be cleared and set-up for the literacy volunteers to use for FaceTime with their students.

**NEW BUSINESS:**

MU presented two resolutions for the trustees to sign. The “Resolution Authorizing Issuance of Moneys Without Requiring Vendor Certification” authorizes MU to render payment to vendors upon the delivery of goods or services. A motion to accept the resolution was made by MV; seconded by BK. The motion passed unanimously.

The “Updating the approved 2021 Library Budget to include money received from the BCCLS County Grant and PPE” authorizes the Library to apply funds received from BCCLS County Grant and BCCLS PPE Relief Grant to be applied toward downloadables. A motion to accept the resolution was made by MV; seconded by BK. The motion passed unanimously.

The next Mayor and Council meeting will be held on September 28, 2021 at 8:00 p.m. MV attended the July meeting and read a statement. He suggested that members consider attending future meetings to help to form a stronger connection between the Library Board and the Mayor and Council.

CGD was approved as the superintendent’s alternate.

**MEETING ADJOURNED:** A motion to adjourn was made by SG; seconded by LP. The meeting was adjourned by VF at 7:43 p.m.