

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, February 24, 2020

CALLED TO ORDER: at 7:00 p.m. by Dennis Farrell.

PRESENT: Janet Dunn (JD), Dennis Farrell (DF), Vince Fitzpatrick (VF), Suzanne Gorham (SG), Bev Karch (BK), Linda Phayre (LP), Mike Violano (MV), Frank Zimmerman (FZ), and Rob Bicocchi (RB).

SUNSHINE LAW: Read by DF.

PUBLIC FORUM: No members of the public were present.

MINUTES: A motion to accept the minutes of the January 27, 2020 meeting was made by BK; seconded by VF. The motion carried.

TREASURER'S REPORT: The treasurer's report and cash management fund was presented by MV. The total of the checking account, cash management fund, and capital account is **\$154,494.79**. A motion to accept the treasurer's report was made by VF and seconded by FZ. The motion carried.

The current bills list was distributed. JD stated that the check numbers on the new checks sent by the bank were incorrect. Once the new ones are received, Cheryl will cut the checks for the bills.

VF asked if there is a fee in addition to the amount listed for Fire Control Electrical Systems. JD replied that the amount listed is a one-time charge for the panic buttons.

VF asked about the Security Camera charge on the Capital Projects Funding Report. JD replied that the Capital Projects Funding Report is a summary of all capital fund expenses since January 2018.

VF asked if there is a maintenance fee for the security cameras. JD replied that there is not a maintenance fee, as the cameras are monitored by library staff. The library does not pay a fee for the cameras to be monitored or maintained.

A motion to accept the bills list was made by VF and seconded by FZ. The motion carried.

COMMITTEE REPORTS:

Building and Grounds Committee. MV stated that the Library Construction grant application will include improvements to two rooms on the mezzanine level currently housing donated books and a kitchen area.

RB inquired about matching funds to apply to the project. The Borough will likely not be able to contribute to the project. A long-term capital project plan should be created going forward.

MV noted that the one-third mill funds received this year will be lower than last year. MV proposed a meeting with the Borough Finance Committee within the next month regarding the budget. The estimate and schematics should be received from FKA Architects this week. The cost would be partially funded by the remaining capital funds, the Friends, Westwood for All Ages, and fundraising. The grant application is due April 6.

Board members toured the two rooms to be included in the proposed project.

VF proposed a poll be taken electronically regarding the architect's submission. Members voted to deputize MV to make a decision on the Board's behalf. The motion carried unanimously.

DIRECTOR'S REPORT:

JD reported that the March to the Oscars event was very successful. Author Eilene Zimmerman's event received a good turnout. Patrons attended Ready Set Retire, Javascript for Kids, and Teddy Bear Sleepover events.

Construction and carpeting is completed. Martha's office has been moved. The new conference room has been very useful.

Automatic renewals went into effect on February 14. The loan period for most renewals is now 28 days with two renewals. New items are loaned for 14 days and two renewals; new and popular items one renewal. The library was responsible for making their own changes and all were completed on time.

Martha continued updating the library employee manual.

ESL Tutor Training workshop was recently completed.

The Friends had a book sale.

The state aid report was completed by Martha and Cheryl.

PRESIDENT'S REPORT: None.

OLD BUSINESS:

RB reported that the budget is expected to be completed by April.

JD stated that panic buttons were installed and will only be used in extreme emergencies. SG inquired about a written policy regarding panic button usage. JD will make the suggestion to Martha.

NEW BUSINESS:

JD reported that fiber optics that need to be installed by Borough will require underground installation. The conduit has collapsed and will need to be replaced.

JD reported that a mini golf fundraiser, originally planned for March or April, will now take place in November, tentatively 14 or 21. The Friends book sale is scheduled for November 14 and would need to be moved if the date is picked for the fundraiser.

JD shared upcoming events, including St. Patrick's Concert on March 8, Environmental & Sustainability Day on April 18, Senior Birthday on April 26 to celebrate members of the community that have reached milestone birthdays, and Comic Con on May 2 in conjunction with Free Comic Book Day.

MEETING ADJOURNED: A motion to adjourn was made by **LP**; seconded by **FZ**. The meeting was adjourned by DF at 8:04 pm.