

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, May 18, 2020

CALLED TO ORDER: at 7:06 p.m. by Dennis Farrell via Zoom.

PRESENT: Martha Urbiel (MU), Dennis Farrell (DF), Vince Fitzpatrick (VF), Claudia Gonzales-Doell (CGD), 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 April 27, 2020 meeting was made by BK; seconded by FZ. 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 \$117,430.18. A motion to accept the treasurer's report was made by BK and seconded by LP. The motion carried.

The current bills list (6568-6583) was reviewed. MU and MV clarified that payment to BCCLS (check 6577) is for Q2. The Q1 payment was made in March. The total cost, divided into quarterly payments, includes the BCCLS delivery service and technology fees. MU shared her conversation with Dave Hanson regarding the current delivery situation and a possible reduction in fees. He shared that a determination has not been made and a discount has not been discussed. MU will forward his written response to the Board. MV suggested that the Board request a discount for services not rendered if a full quarter of deliveries are not made.

MU clarified the payment to Overdrive for downloadables (check 6579). Libby was purchased and downloads can be used multiple times. Hoopla is a pay-per-use service. The library stopped purchasing print materials and put the funds toward digital content instead, resulting in a higher than normal charge for downloadables.

MU clarified the payment to Reiner Group (check 6581) is for the annual service contract. A motion to accept the bills list was made by NG and seconded by FZ. The motion carried.

MV addressed the municipal funds shown on the Profit & Loss Budget vs. Actual document. MU clarified that the funds received from the Borough were incorrect. RB advised that an adjustment to the funding is expected to be approved by the Borough Council at their next meeting and additional funds will be issued to the library.

MV suggested that the Budget Committee meet in July to reassess the budget based on the first six months of actuals.

COMMITTEE REPORTS: None.

DIRECTOR'S REPORT: MU reported that they have continued to pivot programs to an online format. Attendance for children's programs is strong. Additional services continue to be explored. Cloud Library is a possible vendor for downloadable material in the future. The Friends will fund a Udemy subscription, offering classes and certifications to patrons. Ancestry.com continues to be a very popular program used by patrons.

PRESIDENT'S REPORT: None.

OLD BUSINESS:

The library staff continues to prepare for reopening as we await direction from the governor. A potential reopening plan created by MU was reviewed by OEM and the main concern is the materials that will be returned to the library by patrons.

BK addressed the delivery aspect of the plan, citing safety concerns. MU will remove delivery service as an option or have the Borough approve in advance. The proposed plan will be further reviewed after upcoming guidance is received from BCCLS and the State. MU stated that sneeze guards, additional PPE, and sanitizing supplies have been purchased.

NEW BUSINESS: Planning for the summer reading program is in the works. All programs will be online, utilizing digital resources. Prizes will be purchased from local businesses.

MEETING ADJOURNED: A motion to adjourn was made by SG; seconded by VF. The meeting was adjourned by DF at 7:56 p.m.