

## WESTWOOD FREE PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING MINUTES

**MEETING DATE:** Monday, May 24, 2021

**CALLED TO ORDER:** at 7:01 p.m. by Vincent Fitzpatrick via Zoom.

**PRESENT:** Martha Urbiel (MU), Vincent Fitzpatrick (VP), Suzanne Gorham (SG), Linda Phayre (LP), Mike Violano (MV), Frank Zimmerman (FZ), and Rob Biccocchi (RB).

**SUNSHINE LAW:** Read by VF.

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

**MINUTES:** MV made a motion to accept the minutes of the April 26 meeting; SG 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 \$111,349.33. A motion to accept the report was made by SG; seconded by FZ. The motion carried.

The current bills list (6824-6842) was reviewed. VF questioned the printer contract. MU explained that the contract is for three years and that the printer performs printing and scanning, and has many valuable features. VF questioned the Cablevision bill. MU clarified that Cablevision provides WiFi to the Library, particularly for the public computers. RB will get more information about the fiber optics system installed by the Borough. A motion to accept the bills list was made by LP; seconded by FZ. The motion carried.

#### **COMMITTEE REPORTS:**

**Building and Grounds Committee.** MU shared that an in-person meeting will be held on Thursday, May 27 at 2:00 p.m. with new borough administrator, Durene, to review the current budget. VF suggested that alternates be arranged to attend the meeting, if needed.

**Budget Committee.** MV shared that since the last Board meeting, Frank sent a budget spreadsheet to MU that contained some errors. MV sent a letter to the Council, resulting in the correction of several of the errors. The amount that we believe is available for operating expenses is very close to what we had budgeted. The Board needs to address the issue of receiving timely quarterly funds from the Borough.

MV indicated that \$11k in grant money allocated for the Library is to be received by the Borough. RB questioned the details of the grant, as Durene has no record of it. RB indicated that

the details of the \$11k should be available to refer to during Thursday's meeting with Durene. MU hopes to receive the documents she has requested regarding last year's budget.

MV suggested that the Board should focus on ways to sustain its current operations and programming by supplementing municipal funds with increased fundraising and grant activity. The Board, specifically the budget committee, should more actively work on raising funds.

**DIRECTOR'S REPORT:** MU shared that planning has begun for an outdoor garden in honor of Shy Touba. MU will work with the building committee on the project. The building committee is also working on other projects, such as the outdoor meeting/program space similar to what was available to patrons last year. Volunteers cleaned up the Dawn Finn garden area.

MU met with the budget committee to continue to work on the budget issues. Children's librarian Denise Lester was recognized by NJLA for the Global EPals program. The Library staff is on the cover of the most recent issue of the Pascack Press. Denise provided story times and virtual library tours for kindergarten students at Berkeley and Brookside schools. The Friends began accepting book donations again in anticipation of the relaunch of book sales. The children's summer reading program is scheduled to launch on June 11. This year the program will combine online and in-person aspects. The Junior Library Council wrapped up their activities for the year.

VF asked MU about potential policy changes in light of the new mandate changes in New Jersey. There is currently no longer a limit to the number of patrons in the building at a time. The 30 minute browsing limit will be increased to one hour beginning June 1 and the computers will be available for patrons to use. Doorside pick-up will continue as long as it is being utilized. There are currently no plans to change the mask requirement for entry into the Library. MU will continue to review the changes and adjust the policy accordingly.

**TRUSTEE EDUCATION REPORT:** None.

**PRESIDENT'S REPORT:** None.

**OLD BUSINESS:** All old business regarding funds for building projects and the Library's 2021 budget were previously discussed.

**NEW BUSINESS:**

The Recreation Department requested to have the Library bathrooms open for the public to use during the comedy night on the evening of June 19. The Board concurs that allowing the Library bathroom facilities to be used during non-business hours opens it up to potential problems and setting a precedent for future use in the same manner. As the mandates change, the Board anticipates that NJTransit will open the train station, making the Library bathroom use a non-issue.

Claudia Gonzales-Doell will resign once Superintendent Gonzalez's contract in the Westwood Regional School District ends in August. The Board discussed the procedure for procuring a Board member replacement as WWRSD searches for a new superintendent.

Late fines will be reinstated on June 1, as books are no longer being quarantined and the book drop is open. Automatic renewals will continue.

**MEETING ADJOURNED:** A motion to adjourn was made by FZ; seconded by SG. The meeting was adjourned by VF at 8:08 p.m.