

## WESTWOOD FREE PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING MINUTES

**MEETING DATE:** Monday, November 22, 2021

**CALLED TO ORDER:** at 7:03 p.m. by Vincent Fitzpatrick.

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

**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 October 25, meeting; MV 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 \$111,516.16. MV shared that the capital account balance is lower because the check for the lockers cleared. A motion to accept the bills list was made by DF; seconded by FZ. The report was unanimously accepted.

The current bills list (6947-6974) was reviewed. BK questioned the computer purchase reimbursement and suggested similar purchases in the future be made with the tax exemption form. A motion to accept the bills list was made by BK; seconded by DF. The motion carried.

#### **COMMITTEE REPORTS:**

**Budget Committee.** The committee is waiting on allocations for worker's compensation and liability insurance from the Borough, which will not be received until the beginning of the year. RB shared that the budget will not be adopted until March/April.

**DIRECTOR'S REPORT:** MU shared that the Shy Touba Memorial Garden work will resume after the masonry work is completed on the Library exterior.

The lockers are due to be delivered the first week of December. There will be no cost to the Library for the lockers, as they will be paid for with grant funding.

The kiosk is slated to be installed in the Westwood House in December.

The Library will proceed with the History Grant application that will be used to pay for a public access portal to digitize historical documents.

Maureen Lostumbo, the LVPV coordinator, will retire as of December 1. The position has been posted for a new coordinator to begin in January 2022.

The Library started a collection of items that can be checked out by patrons, including instruments and bakeware.

**TRUSTEE EDUCATION REPORT:** VF addressed the topic of the most recent trustee education regarding fines and the possibility of WFPL going fine free. CGD questioned the policies of the local libraries. The trustees reaffirmed their stance on preserving our current fine policy.

**OLD BUSINESS:** Topics were covered in the Director's Report.

**NEW BUSINESS:** MU distributed the 2022 Library calendar. Sunday hours will be reinstated for the duration of the year, including July and August. The Library will be closed Saturdays in July and August. A third late night may be added.

MU reminded the Board that email exchanges should not include Library business, particularly if there is a quorum. Communication among trustees should be limited to basic meeting information. DF stated that communication with administration should not be made by individual trustees. MV reiterated that committees may discuss business as a group that is to be brought back to the Board for discussion at scheduled trustee meetings.

**MEETING ADJOURNED:** A motion to adjourn was made by DF; seconded by BK. The meeting was adjourned by VF at 7:46 p.m.