

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, October 25, 2021

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

PRESENT: Vincent Fitzpatrick (VP), Linda Phayre (LP), Mike Violano (MV), Noeline Grefrath (NF), Frank Zimmerman (FZ), Bev Karch (BK), Rob Biccocchi (RB), 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 September 27 meeting; FZ 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 \$134,919.96. A motion to accept the bills list was made by LP; seconded by NG. The report was unanimously accepted.

The current bills list (6926-6946) was reviewed. BK questioned the Rainbow Printing payment. MU clarified that it is for library cards. MV shared that the order for the lockers has been submitted. The Library's payment will be reimbursed by grant funds. A motion to accept the bills list was made by NG; seconded by LP. The motion carried.

COMMITTEE REPORTS:

Budget Committee. MV shared that the 1/3 mil funds the Library will receive for next year increased to \$796,000. The budget will be finalized when the workers' compensation, liability and pension benefit numbers are received from the Borough.

DIRECTOR'S REPORT: MU shared that the plans are moving forward for the Shy Touba Memorial Garden. The Borough will install new fencing in the spring.

The materials are on order for the Westwood House library kiosk in the arts and crafts room.

Interviews have begun for a new adult librarian.

The Library participated in the Westwood Thrive event hosted by Westwood for All Ages.

The Friends of the Library hosted their first indoor book sale since pre-COVID.

MU was elected to the Executive Board of BCCLS to begin January 2022.

TRUSTEE EDUCATION REPORT: The seven hours of required collected trustee education has been completed for the year. VF attended the most recent trustee education workshop.

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

NEW BUSINESS: MU distributed copies of the most recent Report of Audit.

MU will facilitate a storytime at the Westwood Halloween events this Saturday, October 30. The Library will participate in the Home for the Holidays festivities in some capacity this year to be held in December.

A grant will be awarded that will be used to create a web portal to archive and make accessible historical Westwood news and other historical documents. A yearly maintenance fee will be paid for by the Library.

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