

## WESTWOOD FREE PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING MINUTES

**MEETING DATE:** Monday, September 27, 2021

**CALLED TO ORDER:** at 7:02 p.m. by Vincent Fitzpatrick.

**PRESENT:** Vincent Fitzpatrick (VP), Suzanne Gorham (SG), Linda Phayre (LP), Mike Violano (MV), Dennis Farrell (DF), Noeline Grefrath (NF), Frank Zimmerman (FZ), Bev Karch (BK) Claudia Gonzales-Doell (CGD), and Rob Bicocchi (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 July 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 \$97,470.36. The report was unanimously accepted. A motion to accept the bills list was made by DF; seconded by BK.

The current bills list (6907-6925) was reviewed. MV shared that Martha is still waiting for the balance of the third quarter funds to be received. VF shared that Martha will research the cost of buying a printer versus continuing to lease. A motion to accept the bills list was made by NG; seconded by DF. The motion carried.

#### **COMMITTEE REPORTS:**

**Budget Committee.** MV and VF shared an update on the outdoor locker order. The particular lockers were chosen because they are meant for outdoor use. The unit will be located in the back of the library, in an area best protected by the elements. An overhang will protect it as well. Delivery is expected to take 12 weeks. Installation and two years of software support is included in the purchase plan. The Library will purchase the lockers and the State will reimburse the Library. LP made a motion to approve the purchase of the lockers; FZ seconded. The motion passed unanimously.

#### **DIRECTOR'S REPORT:**

MV shared the Director's Report in Martha's absence.

Martha continues to seek a replacement for Janet Dunn since her retirement. The temporary adult library assistant, Isabella Change, who was hired has resigned.

**TRUSTEE EDUCATION REPORT:** None.

**OLD BUSINESS:**

The Shy Touba Memorial Garden is expected to be completed in April/May 2022.

**NEW BUSINESS:**

A \$2,000 grant was received from Westwood For All Ages for the Westwood House kiosk.

Westwood For All Ages is holding an event, “Thrive” on October 9, 2021. The Library will host a table to promote the fund drive, manage a pop-up book sale,

**MEETING ADJOURNED:** A motion to adjourn was made by SG; seconded by DF. The meeting was adjourned by DF at 7:29 p.m.