

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, January 25, 2021

CALLED TO ORDER: at 7:08 p.m. by Dennis Farrell via Zoom.

PRESENT: Martha Urbiel (MU), Dennis Farrell (DF), Mike Violano (MV), Frank Zimmerman (FZ), Bev Karch (BK), Suzanne Gorham (SG), Noeline Grefrath (NG), Claudia Gonzeles-Doell (CGD), Vincent Fitzpatrick (VP), Linda Phayre (LP), and Rob Bicocchi (JM).

SUNSHINE LAW: Read by DF.

PUBLIC FORUM: No members of the public were present.

REORGANIZATION:

Election of Officers.

BK nominated DF for President. MV nominated VF. DF withdrew from the election and nominated VF. BK moved to cast a unanimous ballot for VF; FZ seconded. The motion carried.

VF was elected President.

BK nominated SG for Vice President; DF seconded; BG third. BK moved to cast a unanimous vote for SG; DF seconded. The motion carried. **SG was elected Vice President.**

NG nominated MV for Treasurer; VF seconded; DF third. BK moved to cast a unanimous ballot for MV; DF seconded. The motion carried. **MV was elected Treasurer.**

BK nominated LP for Secretary; DF seconded. BK moved to cast a unanimous ballot for LP; DF seconded. The motion carried. **LP was elected Secretary.**

Appointment to Committees.

For Budget Committee, the members shall be NG, MV, DF, and VF.

For Buildings and Grounds Committee, the members shall be DF, FZ, and VF.

For Policy Committee, the members shall be SG, BK, LP, and VF.

For Personnel Committee, the members shall be FZ, SG, LP, and VF.

Designation of Legal Depositories. MU confirmed that Lakeland Bank be the legal depository for the Library checking account and Valley National be the legal depository for the Literacy

Volunteers of Pascack Valley checking account. A motion to accept these institutes as legal depositories was made by BK; seconded by DF. The motion carried.

Library Board 2021 Meeting Dates: MU shared the Board meeting dates for 2021.

MINUTES: A motion to accept the minutes of the December 21 meeting was made by BK; seconded by DF. 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 \$146,324.33. MV made a correction to the report. The cash management fund balance is for 12/31/2020, not 11/30/2020. A motion to accept the report was made by BK; seconded by NG. The motion carried.

The current bills list (6728-6751) was reviewed. The BCCLS first quarter bill is included. A motion to accept the bills list was made by NG; seconded by BK. The motion carried.

COMMITTEE REPORTS:

Building Committee: VF and MV recently took an in-depth tour of the Library. Councilmembers RB and Beth Dell took the tour as well and offered recommendations of improvements. Three immediate action items were identified, including the basement leak near the electrical equipment and HVAC system, the roof leak in the adult area, and the gutters and leaders surrounding the building. RB spoke to Fred Rella, who will contact MU regarding priorities for improvements.

DIRECTOR'S REPORT:

MU reviewed children's and adult programs currently running, including book groups and the Junior Library Council. The winter reading incentive program is well-engaged by about 60 children. The Library purchased more equipment for the public to borrow to use at home for presentations or work-related tasks, including laptops and hotspots. A new database, provided by the State Library, provides online tutoring and homework help for students. Library listserv messages are frequently sent out, including both Library and Borough news. Social media posts are reaching further than in the past.

PRESIDENT'S REPORT: None.

OLD BUSINESS: MU requested information from RB regarding the budget. RB will share budget information as it becomes available.

MU stated that the Library will continue to operate the way it has been with current COVID-19 protocols in place. Programs are well-attended online, doorside circulation is strong, and about 50 patrons throughout each day use the copier and browse materials. Five patrons are permitted in the Library at one time. Staff members complete a health checklist each day. They are encouraged to be vaccinated.

MV suggested organizing a meeting with Borough councilmembers, Beth Dell and Erin Collins, also members of the council finance committee. RB will invite them to the next meeting so they may be included in budget discussions.

NEW BUSINESS:

MU presented “Resolution Authorizing Issuance of Moneys Without Requiring Vendor Certification” for renewal for the year 2021. MU will verify that goods have been received from certain vendors, without the requirement of a voucher. BK moved to pass the resolution; DF seconded. The motion passed.

MU presented the BCCLS Certification Agreement, a document stating that the Library is in compliance with BCCLS bylaws, policies, and procedures. VF will sign the document.

The Library will extend the current, temporary fine-free policy through May 2021, as materials are still required by BCCLS to be quarantined for three days upon receipt from patrons. The Library intends to reinstate a fine policy after the quarantine policy is lifted. MU reviewed the current policy for material renewals, late fines, and missing materials.

MU requested that reappointed members stop by the Library to sign their Oath of Office documents for their new terms. MU offered a Library tour to any interested Board members.

MU reminded members of upcoming training opportunities. A strategic planning program is scheduled for February 4. MV shared that a follow-up meeting on capital planning will be held in March. All webinars are now recorded and posted on the BCCLS website under the trustee tab. MU shared that a trustee training about the Johnson Act will be held on February 3. MU asked trustees to keep a record of the training sessions they attend.

MEETING ADJOURNED: DF made a motion to adjourn; FZ seconded. The motion carried. The meeting was adjourned at 8:14 p.m. by VF.