

WESTWOOD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, March 26, 2018

CALLED TO ORDER: at 7:07 p.m. by Dennis Farrell.

PRESENT: Martha Urbiel (MU), Dennis Farrell (DF), Vince Fitzpatrick (VF), Noeline Grefrath (NG), Mike Violano (MV), Bev Karch (BK), Frank Zimmerman (FZ), Suzanne Gorham (SG), Pete Fedorchak (PF) and Claudia Gonzales-Doell (CGD).

SUNSHINE LAW: Read by DF.

PUBLIC FORUM: No members of the public were present.

MINUTES: A motion to accept the minutes of the March 1st meeting was made by NG; seconded by VF. The motion carried.

TREASURER'S REPORT: The treasurer's report and cash management fund was presented by NG. The total of the checking account, cash management fund and capital account is \$248,693.40. A motion to accept the treasurer's report was made by VF and seconded by PF. The motion carried.

The current bills list (6003-6023) was distributed. NG asked about DEMCO (check 6014) for tape; MU replied that this is for library supplies. A motion to accept the bills list was made by VF and seconded by BK. The motion carried.

COMMITTEE REPORTS:

Buildings and Grounds—MU reported that a meeting was held at Town Hall on March 23 with Town Administrator Ben Kezmarsky, Councilwoman Beth Dell and DF and MV regarding the HVAC system for the library. Replacement of the library's HVAC system is part of the town's capital expense budget. All four of the library's HVAC units are to be replaced. MU provided initial documents of the energy audit by PSE&G; one of the AC units is covered and would be replaced through Reiner under the New Jersey Direct Install Energy Program. Ben is to meet with Reiner to prepare bid specs for replacement of the other HVAC units. CGD asked about the cost of refrigerant for one of the HVAC units; MU estimated the cost at about \$5K. A follow-up meeting with Ben is planned.

CORRESPONDENCE: None.

DIRECTOR'S REPORT:

MU stated that the Mayor's Wellness Program has been announced.

Program Highlights for the month included a March Madness contest pitting Marvel and DC superheroes for children to select their favorite superhero in head to head battles; film showings for the March to the Oscars; and an Irish Tea and Irish music and dance programs.

MU reported that the library website now attracts more than 3,000 unique visitors monthly. In addition the Westwood Library 365 program is going well with library staff and patrons recommending a book or film or digital resource daily.

DF asked about the status of the interlibrary loan program. MU replied that the program has resumed and patrons are limited to three item requests per day.

Music is the theme for the children's summer reading program. MU announced that One Book Westwood for this summer may be an adult book.

PRESIDENT'S REPORT: None.

OLD BUSINESS:

The Senior Birthday celebration is scheduled for the afternoon of April 15th.

SG gave a brief update of the Library's 100th Birthday Plans for next year. Jim Gines and Linda Salib of the Westwood Heritage Society will be contacted for ideas and help.

VF made a motion for the library engage an engineer to assess the library's HVAC system seconded by BK. There was a brief discussion. MV stated that an engineer should be engaged by Ben Kezmarsky since this project is to be funded by the Town's capital expense budget. CGD suggested guidelines or questions that be provided. The motion was withdrawn.

NEW BUSINESS:

Board members welcomed CGD to the Board as the school superintendent's designate. She stated that library events can be included in the high school and district education newsletters. MU will forward the lists to CGD.

MU informed the Board that the Taste of Westwood will not be held this year. The 10th Taste of Westwood will take place on September 19, 2019 (9/19/19) as part of the Library's 100th Birthday.

The Renovation project to convert MU's director's office into a meeting space will be rescheduled until the roof and HVAV replacements are completed. A resolution to include roof replacement from the library's capital projects fund will be included in an amended capital projects plan.

MU announced that Mike Fitzsimmons has been named Pascaack Valley Citizen of the Year and will be given the award at a dinner at Seasons. There will be a raffle during the dinner and Mike has designated the Friends of the Westwood Library to receive net proceeds from the raffle.

MEETING ADJOURNED: A motion to adjourn was made by NG; seconded by VF. The meeting was adjourned by DF at 8:10 p.m.