

WESTWOOD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, September 17, 2018

CALLED TO ORDER: at 7:05 p.m. by Dennis Farrell.

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

SUNSHINE LAW: Read by DF.

PUBLIC FORUM: No members of the public were present.

MINUTES: A motion to accept the minutes of the June 25 meeting was made by VF; seconded by FZ. The motion carried.

TREASURER'S REPORT: The treasurer's report and cash management fund was presented by DF. The total of the checking account, cash management fund and capital account is \$216,113.71. A motion to accept the treasurer's report was made by FZ and seconded by VF. The motion carried.

The current bills list (6130-6148) was distributed. A motion to accept the bills list was made by VF and seconded by MV. The motion carried.

DIRECTOR'S REPORT:

The Summer Reading program was extremely successful this year. The most students participated and the most hours reading was recorded. A collection of leveled books was created for elementary and secondary school students. The author of the One Book Westwood title appeared via skype at the end of the program.

The junior friends continues to grow with 161 members. There were 200 opportunities for service and hundreds of hours logged.

Summer Sundays at the library have been very busy during the summer.

MU attended a law program regarding sick time requirement for part time staff. We will need to update the personnel policy.

PRESIDENT'S REPORT: None.

OLD BUSINESS:

Buildings and Grounds. MU stated the HVAC project has been approved and will be scheduled in October. The state Direct Install Program will cover the Adult area and center HVAC units. The HVAC unit for the children's area will also be replaced. All work will be done by Reiner. The lightning replacements through the Direct Install Program has been completed.

Plans for the 100th birthday of Westwood Public Library are proceeding. The library celebration is scheduled for June 6, 2019 followed by a Town Picnic on June 8 in Veteran's Park celebrating the 125th Anniversary of Westwood. For the library celebration there is a plan to conduct patron and resident interviews, "What's Your Story?"

NEW BUSINESS:

A new law for sick time for part time library employees is being instituted. The requirement is that part time employee receive 1 hour of sick time for every 30 hours worked effective the end of October 2018. The policy committee will meet to amend the personnel policy and sick time will need to be budgeted for 2019.

A large screen TV and iPad will be installed in the Library for Westwood for All Ages.

Books, Brews and Blues will take place at the Library on September 30th. Tickets are still available.

BCCLS is accepting fine payments via credit card.

A new logo and website design for the Library is being developed. MU contacted a web developer to update the website who has experience doing other library websites. The cost is being funded by the Friends of the Westwood Library.

MU requested a day for staff training while the library is closed for the HVAC installation. VF made a motion to approve seconded by SG. The motion passed.

MU proposed that we engage someone to assess the library space needs and plans to prepare for submission of the NJ Library Construction Grant. VF made a motion to engage an architect to assess the library's infrastructure needs, seconded by FZ. The motion passed.

MEETING ADJOURNED: A motion to adjourn was made by VF; seconded by PF. The meeting was adjourned by DF at 7:54 pm.