

**WESTFIELD MEMORIAL LIBRARY**

550 East Broad Street  
Westfield, New Jersey 07090-2197

**BOARD OF TRUSTEES**

**Regular Meeting**

**November 17, 2021**

Ms. Habayeb, President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:30 P.M.

Ms. Habayeb announced:

Pursuant to the Open Public Meetings Act of the State of New Jersey, adequate advance notice of this meeting has been provided by posting a notice of this meeting on the Westfield Memorial Library's community bulletin board and by transmitting the same notice to the Westfield Leader, Star Ledger, and Town Clerk. Attendance at this meeting is welcome, however the public's right to participate is left to the discretion of the Library's Board of Trustees.

The following Board Members were in attendance: Ms. Behr-Shields, Mr. Capone, Ms. Habayeb, Ms. Ramakrishnan, Ms. Saltzman, and Ms. Serapiglia. Staff members attending were Mr. McGinley and Ms. Karwowski.

**APPROVAL OF MINUTES**

Ms. Saltzman proposed an amendment to the second bullet point on page 5 under "New Business" of the October 27, 2021 minutes. The revision reads as follows:

To ensure the return of materials, periodic notices will be sent to the patrons. The lost book notice is generated at 35 days past due at which point the patron account is frozen (*only if the account balance reaches \$10*) from checking out more material until the matter is resolved. Upon closure of the matter, the patron can immediately check out material.

Ms. Habayeb moved to approve the amended minutes of the October 27, 2021 regular meeting. Ms. Saltzman seconded the motion, and it was unanimously approved.

## **FINANCIAL REPORT**

The Financial Report for October 2021 was reviewed by the Board. Mr. McGinley has met with the staff regarding 2021 spending in the underspent budget lines. The public printer will probably be replaced this year due to encountered problems.

## **APPROVAL OF BILLS AND CLAIMS**

Ms. Ramakrishnan moved to approve the Bills and Claims totaling \$30,528.39 for November 2021. Ms. Habayeb seconded the motion, and it was unanimously approved.

## **FRIENDS OF THE LIBRARY**

Mr. Miller, co-President of the Friends, reported the following:

- The membership drive will commence shortly. They hope to increase membership by 50 new members in keeping with the 50<sup>th</sup> Anniversary Year theme.
- They have agreements with 12 museums but only 5 passes are currently available to the public. The procedures for the other 7 museums are being worked on.
- They just issued their latest newsletter. Four newsletters are currently generated each year but they plan to do a mini newsletter between the larger issues. The Friends will highlight a staff member in each issue so patrons can familiarize themselves with the library staff and their functions. Mr. McGinley has agreed to write a column for each of the larger issues.
- The Friends are trying to plan a 50<sup>th</sup> Anniversary Event each month. Various ideas for events were mentioned.
- The Friends are discussing ideas for a gift to the library. An outside electronic bulletin board is being explored. Landscaping to improve the outdoor space with the possibility of selling bricks for a patio is also being considered.

## **DIRECTOR'S REPORT**

The Director's Report was reviewed. Mr. McGinley discussed soliciting a proposal from Lyngsoe Systems regarding placing a locker system outside the front doors of the library so that patrons could pick-up holds 24/7 and without entering the library building. When placing the hold, the patron would specify if they desire the material to be placed in the locker or stored at the circulation desk. The size of the lockers and the exterior graphics wrap can be customized. Funds from this year's budget could potentially be used for the cost of the pilot locker system. The use of lockers would align with the strategic plan which aims for advancements in technology and extends the library's hours.

Mr. McGinley has not received a demonstration of the locker system yet but he believes the library material is retrieved by scanning the library card barcode. The system could

be trialed at the library and if it works well then the locations can be expanded to include various parts of town, businesses, etc. The limitations to the placement of the lockers are that there must be dedicated electricity available and a dedicated internet connection.

Discussion ensued about the locker system. The board members were enthusiastic about this idea which would serve the public's needs and possibly expand the library's services to other parts of town.

A question was posed concerning the fluctuations in the statistics included in the Director's Report. Mr. McGinley indicated that fluctuations of less than 10% are not unusual.

## **COMMITTEE REPORTS**

Ms. Habayeb asked for committee reports.

Ms. Serapiglia reported that the Building & Grounds Committee met with Mr. McGinley last week. The two major topics of discussion were the parklet and the roof. Mr. McGinley shared a schematic for the proposed parklet with the committee which was very helpful.

### Parklet

We need to talk to the Town Engineer regarding any restrictions and permits/licenses that would be needed for the parklet. The Committee is in favor of the paver idea that the Friends are exploring.

### Roof

The solar company that the library used is now defunct. The committee would like to pursue avenues available to the WML in the solar arena. Ms. Oporto will contact the school board to ascertain any solar companies that have been used in the schools. Gabel Associates who surveyed the town was contacted for their input. They indicated that we cannot have solar panels on the pointy roof areas since it is regarded as visually unseemly by the library's neighbors.

A new option - Tesla - costs twice as much as other solar panels but looks more like a regular roof. Ms. Serapiglia has reached out to the Green Team for more information.

### Other

A further idea is for the library to have an EV charging station for residents.

Also, the WML must reach out to the town to determine any restrictions regarding the outside sign before the Friends would move ahead with that idea.

Ms. Habayeb mentioned that it makes sense for the town to review our parking lot configuration in light of these ideas.

## **OLD BUSINESS**

Ms. Habayeb asked if there was any old business. There was none.

## **NEW BUSINESS**

Ms. Habayeb asked if there was any new business.

### Hours of Operation

Mr. McGinley shared a proposal to expand the hours of operation effective January 3, 2022. The total proposed public service hours would be 62 compared to 53.5 hours currently. The total public service hours pre-COVID was 65. The proposal allows for a buffer time between when the library closes to the public and when the staff leaves. The detailed hours in the proposal are as follows:

|           |                   |
|-----------|-------------------|
| Monday    | 9:30 AM – 8:30 PM |
| Tuesday   | 9:30 AM – 8:30 PM |
| Wednesday | 9:30 AM – 8:30 PM |
| Thursday  | 9:30 AM – 8:30 PM |
| Friday    | 9:30 AM – 4:30 PM |
| Saturday  | 9:30 AM – 4:30 PM |
| Sunday    | 1:00 PM - 5:00 PM |

Staff would be scheduled for:

|           |                    |
|-----------|--------------------|
| Monday    | 9:00 AM – 9:00 PM  |
| Tuesday   | 9:00 AM – 9:00 PM  |
| Wednesday | 9:00 AM – 9:00 PM  |
| Thursday  | 9:00 AM – 9:00 PM  |
| Friday    | 9:00 AM – 5:00 PM  |
| Saturday  | 9:00 AM – 5:00 PM  |
| Sunday    | 12:45 PM - 5:15 PM |

In answer to the board members' questions, the supervisors are agreeable with the proposed changes. This proposal poses no problem with the budget since the wages budgeted were at the pre-pandemic level. There will be work that the staff can do during their scheduled time when the library is not open to the public. Also, it allows time for last minute patron matters/questions to be handled by the staff.

Ms. Habayeb noted that in the past, the board was interested in the possibility of opening on Sundays in the summer. Mr. McGinley will assess what effect this would have on the budget. Ms. Saltzman mentioned that neighboring towns may have statistics on the number of patrons visiting the library on a Sunday in the summer. Mr. McGinley noted that if the library were to open on Sundays during the summer, traffic would likely not be

limited to Westfield residents, since many other libraries are closed on Sundays during the summer.

Ms. Habayeb made a motion to accept the proposed hours of operation effective January 3, 2022 and Ms. Behr-Shields seconded the motion. The board unanimously accepted the proposal.

#### Library Closings

Mr. McGinley reviewed the proposed Library Closings for 2022. He noted dates that were mandated by the Collective Bargaining Agreement.

It is Mr. McGinley's understanding of the Collective Bargaining Agreement that the library should be closed on Friday, December 31<sup>st</sup> rather than a 3 PM closing as stated in the Library Closings Schedule – 2021 – because the CBA states that when a holiday falls on Saturday, it will be celebrated on the preceding Friday.

Since Juneteenth is now a federal holiday, he added it to the proposed schedule for 2022. The town has not issued their holiday schedule yet so we do not know how they are handling Juneteenth. He believes that the town is proposing that the municipal employees give up Lincoln's Birthday for Juneteenth. The librarians' Collective Bargaining Agreement expires December 31<sup>st</sup> but negotiations have not commenced yet.

There are four consecutive days that the library would be closed in 2022 for the Christmas holidays per the proposed schedule. The board members were concerned that this is a long period of time to be closed especially since not everyone celebrates Christmas. Mr. McGinley indicated that a possibility is to have limited service on some of these days and the staff that worked could be paid time and a half.

Much discussion ensued about the holiday schedule. At this point the board decided only to address the December 31, 2021 holiday at this meeting and to delay the acceptance of the proposed library Closings Schedule in its entirety until at least next month. Ms. Habayeb made a motion to amend the 2021 Library Closings Schedule to close the library on December 31, 2021 rather than only a 3 PM closing. Ms. Serapiglia seconded the motion and the motion passed unanimously.

#### Board of Trustees Meeting Schedule – 2022

Mr. McGinley presented the proposed Board of Trustees Meeting Schedule – 2022 to the board. He suggested that the board meet at least once in the summer since it is a long period of time between the June and September meetings. A brief discussion ensued over whether the meeting should be in July or August.

Ms. Habayeb made a motion to accept the proposed Board of Trustees Meeting Schedule – 2022 with the August meeting date as included in the proposed written schedule. Ms. Behr-Shields seconded the motion, and it passed unanimously.

## **PUBLIC PARTICIPATION**

Mr. Miller added to his Friends' Report that they changed the date of the book sale to avoid the ban on plastic bags that takes effect in May 2022.

## **ADJOURNMENT**

Ms. Habayeb announced:

Whereas the Open Public Meetings Act P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

Whereas this public body is of the opinion that such circumstances presently exist:

Now Therefore Be It Resolved, by the Board of Trustees of the Westfield Memorial Library, that the public shall be excluded from the discussion of the following matters:

Personnel

Be it further resolved that minutes will be kept on file in the library director's office, and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes shall be made public.

Ms. Habayeb made a motion to adjourn to Executive Session at 8:40 P.M. Ms. Serapiglia seconded the motion, and it was unanimously approved.

Respectfully submitted: Mary Anne Karwowski

## **RECONVENE IN PUBLIC SESSION**

The Public Session reconvened at 8:47 P.M.

Ms. Habayeb motioned to approve hiring Elizabeth Parker as Library Trainee, effective November 22. Ms. Behr-Shields seconded it. All were in favor.

Ms. Serapiglia discussed the need to have staffing goals that focus on diversity.

Ms. Behr-Shields indicated that this is an issue in the library community as a whole. Mr. McGinley talked about the board making a position statement regarding DEI goals in hiring. It was agreed to discuss this in the Personnel committee meeting.

Ms. Habayeb talked about the Nominating Committee: Ms. Serapiglia, Ms. Saltzman, and Ms. Motwani, and indicated they will present the slate in January.

Ms. Habayeb motioned that the meeting be adjourned at 8:58 P.M., Ms. Serapiglia seconded it. All were in favor.

Respectfully Submitted: Allen McGinley

