

**WESTFIELD MEMORIAL LIBRARY**

550 East Broad Street  
Westfield, New Jersey 07090-2197

**BOARD OF TRUSTEES**

**Regular Meeting**

**April 28, 2021**

Ms. Habayeb, President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:31 P.M.

Ms. Habayeb announced:

Due to COVID-19 restrictions, the meeting of the Westfield Memorial Library's Board of Trustees is being held virtually through a Zoom Webinar. 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. Boyes, Mr. Capone, Ms. Habayeb, Ms. Motwani, Ms. Oporto, Ms. Ramakrishnan, Ms. Saltzman, and Ms. Serapiglia. Staff members attending were Mr. Israel, Ms. Karwowski, and Ms. Schulze.

**APPROVAL OF MINUTES**

Ms. Habayeb moved the approval of the minutes of the March 24, 2021 regular meeting. Ms. Oporto seconded the motion, and it was unanimously approved.

**FINANCIAL REPORT**

The Financial Report for March 2021 was reviewed by the Board. Ms. Schulze added that \$40,034.95 was paid to the WML for our insurance claim for the damage due to the busted heating coils which is close to what we submitted. The library's portion (\$2,188) of the CARES act reimbursement was received. The remaining balance (\$157,700) of the 1/3 M funding that the WML was due from the town was also received.

Mr. Israel stated that there was a \$2,500 deductible on the insurance claim. Ms. Schulze will follow-up with the town as to whether they will reimburse the WML for the deductible.

Ms. Habayeb inquired about the \$4,000 from the joint insurance fund. Mr. Israel and Ms. Schulze will do the reconciliation of the expenses incurred for the damage versus reimbursements received. Any shortages in reimbursed monies will be pursued further.

## **APPROVAL OF BILLS AND CLAIMS**

Ms. Ramakrishnan moved to approve the Bills and Claims totaling \$81,148.74 for April 2021. Ms. Oporto seconded the motion, and it was unanimously approved.

## **FRIENDS OF THE LIBRARY**

Ms. Lechner and Mr. Miller, co-President of the Friends, presented their report.

Mr. Miller reported the success of the “Library on the Lawn” joint venture with the Westfield Historical Society on April 24<sup>th</sup>. Forty families attended the morning events for children and 50 adults participated in the mini lectures in the afternoon given by local author Eva Lesko Natiello on the writing process and local political historian John Lesher on gerrymandering and voter rights. WML librarian Molly Adams conducted a story time in the morning assisted by librarian Carey Cahill. The story time was well received by the children and drew compliments from the public. He thanked Mr. Israel and Ms. Schulze for their assistance with providing chairs and the use of the library’s sign-up system for the event.

The Friends assisting at the free market on the same day at the Westfield Train Station processed about 10K books. The books were sorted, recycled if the condition warranted it, and then displayed for the public’s perusal. The public were able to take any books on display for free. Whatever books remained at the end of the event were donated to GreenDrop which is a charitable donation pick-up service.

Ms. Lechner reported that the 2021-2022 opera season opened and 23 people signed up for the program as of April. A few more spots remain if anyone knows someone who would be interested.

Currently there are 260 members in the Friends.

The Reading Buddies program, which is a partnership between the Westfield High School’s Community Service Club, the Friends, and the WML, was highlighted on a segment of the local CBS news program.

Mr. Israel thanked the Friends for all their help, support, and encouragement over the years on behalf of himself and the library. He further stated that the Friends are a benefit to the entire community. The Friends presented him with a beautiful throw blanket that highlights the buildings in Westfield at the “Library on the Lawn” event.

In response to Ms. Saltzman’s inquiry, Ms. Lechner concurred that she is still the contact for book donations.

### **INTERIM DIRECTOR’S REPORT**

The Interim Director’s Report was reviewed. Ms. Schulze informed the board that the building opened to Westfield residents on Monday. Upon entering, the patrons have to present their full service library card or driver’s license. Visits are limited to 1 hour which includes a ½ hour computer session. The printers, copiers, and the FAX/scanner can all be used. The opening was quite successful with 86 patrons visiting us on Tuesday.

The patrons are being encouraged to return overdue materials to the library. Ms. Basso, Head of Technical Services, started to compile a list of patrons with late materials for overdue notice processing.

Virtual and outdoor programming will continue for the present. There were 50 participants for the “Scripting Your Success” program on Tuesday, April 27<sup>th</sup>. Molly Adams, Head of Youth Services, has scheduled a few outdoor Zumba programs.

### **DIRECTOR’S REPORT**

The Director’s Report was reviewed. Mr. Israel highlighted the launch planned for Monday, May 3<sup>rd</sup> of the new service “Cloud Library”, which is available from the library software company Bibliotheca. After downloading an app to your smartphone, and entering some basic information such as name and library card number, a patron uses the camera on the phone to scan the barcode on the item to check it out. The app replaces the need for more self-checkout kiosks. This app, which was recommended by the Burgers, is used by about 50 libraries and the Summit Library gave it rave reviews. Bibliotheca sent promotional materials which will be displayed in the library, postcards which will be inserted in the curbside service bags, and bookmarks which will be at the circulation desk.

This service will be publicized on our website, Facebook, Library Loop, patch, and newspapers. Librarians Ms. Adams and Ms. Richards made an instructional video on how to download and use the app which will be on our website and YouTube channel.

Ms. Schulze thanked Mr. Israel and Mr. Tawfik Attala for the fast implementation of this app.

## **COMMITTEE REPORTS**

Ms. Habayeb asked for committee reports.

Ms. Saltzman, chairperson of the Search/Personnel Committee, reported the status on the search for a new library director. Library Development Systems interviewed most of the board members, representatives of the Friends, and appropriate town officials as to characteristics required in a new director. The ad for the position has been written and posted in 13 locations. The Burgers have also talked to colleagues to seek resumes. Applicants are predominantly from the NJ/NY area, but include West Virginia, Illinois, Georgia, and Alaska. The Burgers plan to interview all the candidates that are qualified. They will present the top candidates to the Search/Personnel Committee as early as mid-May for further interviewing.

## **OLD BUSINESS**

Ms. Habayeb asked if there was any old business.

### Resolution 04-2021, Construction Grant

Ms. Schulze and Mr. Israel will be submitting an application for the new round of state construction grants. It requires that both the library board and Town Council give permission to apply for the project grant entitled the New Jersey Library Construction Bond Act in the amount of \$650,000. Ms. Habayeb made the motion to approve resolution 04-2021, Construction Grant Resolution 1, and Ms. Oporto seconded the motion. A roll call vote was taken and the members were unanimously in favor of the resolution.

Ms. Schulze will email the completed resolution to Ms. Habayeb and Ms. Saltzman for signatures. Mr. Israel asked that it be returned to Ms. Schulze promptly as both he and Ms. Schulze will be presenting a similar resolution to the Town Council on May 11. As part of the supporting documentation for the council, they wish to include the approved library board's resolution.

### Resolution 05-2021, Interim Library Director

Ms. Habayeb presented the official offering of the Interim Library Director position to Ms. Schulze for board approval. The Memorandum of Agreement for Ms. Schulze to serve as Interim Library Director was attached to the resolution. Ms. Habayeb made the motion and Ms. Behr-Shields seconded the motion which was unanimously approved by roll call vote. Again, this resolution will be emailed to the President and Secretary for signature.

## **NEW BUSINESS**

Ms. Habayeb asked if there was any new business.

Ms. Schulze will be submitting an application to the Westfield Foundation for a Youth Services Intern to work 20 hours per week over the summer. Once the funding is received then a resolution will be needed to accept the grant and amend the budget.

## **PUBLIC PARTICIPATION**

The public portion of the meeting was devoted to congratulating Mr. Israel for 17 ½ years of service to the Westfield Memorial Library. His more recent accomplishments include launching a new website, finalizing the strategic plan, and coordinating a complicated building repair during a global pandemic.

Tributes were made by current board members, interim library director, current Friends' co-presidents and past Friends' co-president Jerry Skotnicki, Mayor Shelley Brindle, Town Administrator Jim Gildea, past WML board members Mark LoGrippe, Terry Quinn, and Doug Stokes, and library employees Molly Adams, Marge Barkan, and Adrienne Basso.

He received a proclamation from the Union County Board of County Commissioners and a Certification of Appreciation from the Town. The board members presented him with a gift certificate to Chez Catherine and a bottle of wine. All the participants agreed that he is a great leader, relationship builder, team player, and embraced technological change during his career.

Mr. Israel thanked everyone for their kind words. He felt his accomplishments were due to everyone in the library contributing their efforts and their willingness to change. He extended his thanks to the board members for volunteering their service and felt that they will make a wise decision on selecting his replacement.

## **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 8:45 P.M. Ms. Oporto seconded the motion, and it was unanimously approved.

Respectfully submitted:

Mary Anne Karwowski

**RECONVENE IN PUBLIC SESSION**

The Public Session reconvened at 9:10 P.M.

Ms. Habayeb moved that the Board approve the Executive Session minutes from March 24, 2021. Ms. Behr-Shields seconded the motion and it was unanimously approved.

Ms. Habayeb moved the meeting adjourn. Ms. Saltzman seconded the motion and it was unanimously approved.

The meeting adjourned at 9:12 P.M.

Respectfully Submitted:

Jennifer Schulze