

**WESTFIELD MEMORIAL LIBRARY**

550 East Broad Street  
Westfield, New Jersey 07090-2197

**BOARD OF TRUSTEES**

**Regular Meeting**

**June 23, 2021**

Ms. Serapiglia, Treasurer of the Board in the absence of Ms. Habayeb and Ms. Motwani, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:31 P.M.

Ms. Serapiglia 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. Ramakrishnan, Ms. Saltzman, and Ms. Serapiglia. Staff members attending were Ms. Schulze and Ms. Karwowski.

**APPROVAL OF MINUTES**

Ms. Behr-Shields moved the approval of the minutes of the May 26, 2021 regular meeting and the Board Executive Session (with a slight revision in the second paragraph, third sentence which did not change the content). Mr. Capone seconded the motion, and it was approved as follows:

AYES: Ms. Behr-Shields, Mr. Capone, Ms. Ramakrishnan

NAYS: None

ABSTENTIONS: Mr. Boyes, Ms. Saltzman, Ms. Serapiglia

## **FINANCIAL REPORT**

The Financial Report for May 2021 was reviewed by the Board. Ms. Schulze added that the next financial report will reflect the receipt of the Westfield Foundation Grant.

## **APPROVAL OF BILLS AND CLAIMS**

Ms. Ramakrishnan moved to approve the Bills and Claims totaling \$573,372.13 for June 2021. Ms. Saltzman seconded the motion, and it was unanimously approved.

## **FRIENDS OF THE LIBRARY**

Mr. Miller, co-President of the Friends, announced that the 50<sup>th</sup> Anniversary of the founding of the Friends will occur in their 2021-2022 year so they are planning a number of activities. The kick-off planned is an evening reception at the library to unveil the arches in the Children's area and to introduce the new library director to the Friends' members. They are considering planting trees in memory of some of the members near the library and parks. Holding a luncheon with past Friends' presidents is also being considered.

As life continues to move towards normalcy after the pandemic, the Friends are planning to hold the Children's book sale on September 28<sup>th</sup> if space is available at the library. They will be starting other programs such as the opera group and the museum pass program on a limited basis.

In gratitude to Ms. Adams and her co-workers for conducting a story time during the "Library on the Lawn" event held in April, the Friends are donating \$100 to purchase children's books for the library.

The Friends are also donating \$500 to purchase a popup tent for the library, replace the broken cart used for the Books on Wheels program, hand trucks, and other miscellaneous items. The Friends have already purchased a 10' x 10' blue tent for the Friend's use. With the additional WML tent, there will be two available tents which will provide greater capacity for the Friends and WML activities if needed.

The proceeds of the Friend's adult book sale usually generated \$15K which allowed the Friends to donate that amount of money to the library each year in the past. Hopefully as life gets back to normal, they will be able to hold their large book sale and then can continue their sizeable donation in the future.

The Friends are seeking new members for their board to replace members that are leaving. They are reaching out to existing members and will publicize their need. If any of the Library Board members know someone who might be interested, then please advise them about this opportunity.

At the last Friend's meeting the current board members were re-elected to serve another year.

Ms. Schulze extended a huge acknowledgement to the Friends for their sponsorship of programs, their hard work, and their most recent generous gift to the library. The 10' x 12' blue tent that they were planning to purchase was not available so the library is ordering a 10' x 10' royal blue tent. Ms. Serapiglia, on behalf of the library board, added her thanks to the Friends.

Ms. Saltzman inquired if the Friday night reception would be a fund raiser. Mr. Miller answered in the affirmative and added that they might have a second event on a Sunday for children as the arches are in the Children's area. Ms. Saltzman commented on the beauty of the artwork on the arches which surpassed the renditions that she had seen.

## **INTERIM DIRECTOR'S REPORT**

The Interim Director's Report was reviewed.

Ms. Schulze informed the board that the Town of Westfield is now making masks optional for the fully vaccinated. Signs from Town Hall reflecting this will be posted and the WML will change the message on our website. Children ages 2 to 12 will still be required to wear masks as there has been no vaccine for that age group. The library will not be requiring proof of vaccination as we will be operating under the honor system. Masks for children have been purchased and the librarians will approach the parents with available masks if their children are not wearing masks.

Other measures being taken commencing the week of June 28 are:

- Increasing seating capacity gradually in all departments. Tables will no longer be restricted to one person per table. Usage will be monitored as seating increases to ensure that there are not a lot of close social groups while the library is in the recovery stage.
- There will be access to more cubicles on the second floor.
- Public computer time will expand to two hours.
- Patrons will be able to use the Local History Room upon request.
- De-emphasizing the one hour visits.

An annual fire department inspection identified the need for a fire extinguisher in the staff room. Also, an outdoor lighting fixture may have been destroyed during lawn maintenance but the WML used the opportunity to replace the fixture with LED lighting.

WML will try to increase programming using space outside the library. The purchase of the tent will assist in this endeavor.

[Ms. Oporto entered the board meeting.]

Ms. Saltzman remarked that she loves the summer reading program that the library offers. She inquired how the staff is reacting to the mask mandate and about the policy concerning children wearing masks, and the overturned seats in the library. Ms. Schulze replied that some of the staff is a bit nervous but they are being encouraged to still wear their masks when in the public areas. The plastic barriers are still up in the library which helps. In addition, a large portion of the public is still wearing masks. Children ages 2 to 12 will still be required to wear masks in the library and the librarians approach the parents if their children are not wearing masks. Masks are offered if needed. The chairs will gradually be turned upright commencing June 28<sup>th</sup>. The chairs will be spaced out and not in clusters so distancing can be maintained.

Ms. Schulze informed the board that the Westfield Foundation approved the library's grant application to help subsidize the cost of the summer intern used for the Youth Services' Summer Reading Program. A copy of the resolution was contained in the board packet. The full resolution reads as follows:

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**RESOLUTION 2021-06**

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**WHEREAS**, the Westfield Foundation sponsors a Summer Youth Employment Program that offers grants to community organizations to subsidize the cost of hiring students in the summer and;

**WHEREAS**, the Westfield Memorial Library provides a very active children's Summer Reading Program and;

**WHEREAS**, the Summer Reading Program creates a need for additional staffing in the Youth Services Department and;

**WHEREAS**, The Library has traditionally hired two summer interns to work in the Youth Services Department and;

**WHEREAS**, The Library altered its needs this year to hire one part-time summer intern due to changes created by the Covid-19 Pandemic;

**WHEREAS**, the Library applied to the Westfield Foundation for a Summer Youth Employment Program Grant and;

**WHEREAS**, the Westfield Foundation approved the Library's grant application in the amount of \$1,250.00;

**NOW THEREFORE BE IT RESOLVED**, on this the 23rd day of June 2021, to accept the grant from the Westfield Foundation in the amount of \$1,250.00. **BE IT FURTHER RESOLVED** to amend the budget to reflect the acceptance of this grant.

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Ms. Serapiglia moved to accept the resolution as written and Ms. Oporto seconded the motion. A roll call vote was taken and the motion passed unanimously.

## **COMMITTEE REPORTS**

Ms. Serapiglia asked for committee reports.

Ms. Schulze responded that the Building & Grounds items were discussed during the Interim Director's Report. She added that the custodian is addressing issues such as cracked sidewalks, overflowing gutters, etc. as the situations arise.

She and the Town Attorney have been playing phone tag but she will continue to pursue the solar panel concerns regarding increasing the solar panel footprint, exploring new options, and current contract provisions in this area.

## **OLD BUSINESS**

Ms. Serapiglia asked if there was any old business. Ms. Schulze responded that the application for the Construction Grant was drawn up and submitted by Mr. Statile on behalf of the library.

The WML is waiting for details on the Libraries of UC Consortium Grant.

## **NEW BUSINESS**

Ms. Serapiglia asked if there was any new business. There was none.

## **PUBLIC PARTICIPATION**

There was none.

## **ADJOURNMENT**

Ms. Serapiglia 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. Serapiglia made a motion to adjourn to Executive Session at 8:07 P.M. Mr. Boyes seconded the motion, and it was unanimously approved.

Respectfully submitted:

Mary Anne Karwowski

### **RECONVENE IN PUBLIC SESSION**

The Public Session was reconvened at 8:41 P.M.

Ms. Oporto moved that the Public Session adjourn. Ms. Serapiglia seconded the motion and it was unanimously approved. The meeting was adjourned at 8:42 P.M.

Respectfully Submitted:

Mallary Saltzman