

**WESTFIELD MEMORIAL LIBRARY**

550 East Broad Street  
Westfield, New Jersey 07090-2197

**BOARD OF TRUSTEES**

**Regular Meeting**

**January 26, 2022**

Ms. Habayeb, President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:43 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. Collum, Ms. Habayeb, Ms. Motwani, Ms. Ramakrishnan, Ms. Saltzman, and Ms. Serapiglia. Staff members attending were Mr. McGinley and Ms. Karwowski.

**APPROVAL OF MINUTES**

Mr. McGinley mentioned Ms. Saltzman's suggestion that the "Reconvene in Public Session" section of the December 15, 2021 minutes be amended to reflect herself as the writer/submitter of that section in her role as Secretary for the closed meeting.

Ms. Habayeb moved to approve the amended minutes of the December 15, 2021 regular meeting. Ms. Behr-Shields seconded the motion, and it was approved as follows:

AYES: Ms. Behr-Shields, Mr. Boyes, Ms. Habayeb, Ms. Motwani, Ms. Saltzman

NAYS: None

ABSTENTIONS: Mr. Collum, Ms. Ramakrishnan, Ms. Serapiglia

## **FINANCIAL REPORT**

The Financial Report for December 2021 was reviewed by the Board. Mr. McGinley stated that it reflects the end of the 2021 budget year. It shows a surplus with the majority of the surplus pertaining to salary and wages since the budget was based on a normal work schedule rather than the pandemic work schedule that was implemented. Measures were taken so that some of the end of year funds can be used to replace the book drop in 2022.

## **APPROVAL OF BILLS AND CLAIMS**

Ms. Ramakrishnan moved to approve the Bills and Claims totaling \$33,025.16 for January 2022. Ms. Saltzman seconded the motion, and it was unanimously approved.

## **FRIENDS OF THE LIBRARY**

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

- David Machlowitz, a former co-president of the Friends and a very active member, passed away last week. Some type of memorial will be planned.
- The plans for the luncheon for the staff are still underway.
- They believe that all the equipment for the YouTube channel has been received and the channel should be launched in the near future.
- The Hale Series will resume in March with one program per quarter. The meeting will be held in the library meeting room with a limit of about 30 people in attendance. However, the Friends will use their newly purchased YouTube equipment to stream the program and record it. The first speaker featured will be Judge John Boyle.
- This winter, the Friends are sponsoring programs for children via Zoom. This Saturday, the program "The Mystery of the Missing Band" will be presented by Talewise. Using Facebook and social media has worked out well in publicizing their programs. They aim to have about 30 families in attendance for a program.
- The Museum Pass Program is up to 20 museums.
- The membership drive is continuing.
- The display case near the circulation desk reflects the 50 year anniversary of the Westfield Friends.

Mr. McGinley added that there are air purifiers throughout the library but none in the meeting room. He extended his thanks to the Friends who have agreed to purchase a high capacity air purifier for the meeting room.

Ms. Habayeb was sad to hear the news about Mr. Machlowitz. She requested that details about the planned memorial be shared with the board members as it would give them the opportunity to express their condolences.

## **DIRECTOR'S REPORT**

The Director's Report was reviewed.

- Mr. McGinley reviewed the statistics stating that some went up and others went down. He added program attendance statistics to his report as requested at a previous meeting by a board member.
- He gave kudos to the senior custodian who does a fine job working with the aging HVAC system. Since the Governor officially announced the awards of the Library Construction Bond Grants in early January and the WML was not a recipient, other funding sources need to be found to replace the HVAC system.
- The COVID-19 vaccine and booster clinic held in the library was a success.
- The public printer which was over five years old was replaced due to maintenance and repair issues.
- Mr. McGinley attended a Libraries of Union County Consortium (LUCC) meeting concerning shared library services. A lot of interest is being shown because the shared service allows more materials to be available to patrons.

Ms. Saltzman inquired about the plans for expanding library hours for the patrons. No definite date is set. Mr. McGinley will continue to consult with the Town Administrator and Regional Health Officer as conditions warrant before the hours will be expanded. However, internally everything is in place to expand the library hours.

## **COMMITTEE REPORTS**

Ms. Habayeb asked for committee reports.

Ms. Saltzman thanked all members for their input into the Director's evaluation. The results of the evaluation were shared with the Director. The Personnel Committee is currently working on the goals which will be shared at a later date. The next matter that the Personnel Committee will discuss is the union contract.

Ms. Serapiglia reported that the Buildings & Grounds Committee had discussions regarding the solar panels, condition of the roof, and EV charging stations. The committee contacted Gabel Associates and Town Hall to schedule a meeting, possibly next week, to discuss the matter. There may be dollars available from the federal government regarding EV charging stations. Mr. McGinley was asked to make inquiries to the BPU.

## **OLD BUSINESS**

Ms. Habayeb asked if there was any old business.

Mr. McGinley asked the board to approve the preliminary budget presented at the last meeting. The only change is that \$1,000 was reinserted into the audio visual category

and removed from the miscellaneous category for children's books that have an audio capability that reads aloud to a child. Ms. Habayeb made the motion to approve the preliminary budget and Ms. Saltzman seconded the motion. The motion passed unanimously.

Before Mr. McGinley asks for approval of the Capital Plan, he wishes to determine how the HVAC system will be funded. Ms. Motwani suggested that we verify with Statile Associates that the \$1.3 million figure is still realistic or will we need additional monies. Ms. Serapiglia added that it would also be advantageous to know about any long lead times to obtain needed electronic parts. Ms. Motwani felt that it would be helpful to have this information in time for the budget review scheduled for February 10 with the town. Mr. McGinley agreed to make the inquiries.

The HVAC should now be eligible for the Direct Install Program, but timing is important. Ms. Serapiglia stated that once the projects approved by Direct Install Program have reached the yearly dollar total available, then no more projects are accepted and a project has to be resubmitted the next year.

## **NEW BUSINESS**

Ms. Habayeb asked if there was any new business.

### Annual Report

Mr. McGinley finished the rough draft of the Annual Report and asked for feedback. The report is a summary of the work /accomplishments of the library to benefit the community and can be used as a marketing tool for any fundraising events to showcase the library's value. Ms. Habayeb felt that there was some duplication under staff recognition. Input is needed from the Friends regarding how the Friends supported the library financially. The report should be finished by the February meeting at which Mr. McGinley will seek approval for the document.

### Technology Plan

The Technology Plan has not been fully completed. It details on a quarterly basis the technological needs that should be put in place over the next two years. Some of the elements of the plan can be covered by the operating budget. The Technology Plan may be affected if the library must bear more than 50% of the HVAC project costs. There is a potential that the plan will require revision because as the year progresses we may uncover other projects that the library wishes to undertake.

Ms. Motwani thanked Mr. McGinley for his foresight in designing this plan.

Ms. Habayeb will send an email to the executive team to schedule a meeting to brainstorm the possible funding of HVAC in addition to using the reserves.

### Personal Protective Equipment (PPE) Policy

Mr. McGinley has documented a PPE Policy for the library. The issue that the library has been facing is compliance with wearing masks in the library. Individuals enter the library wearing masks but then some remove the masks afterwards. The staff is spending a lot of time reminding patrons about wearing masks. We wish to offer access to library services and also expand them but still protect all community members and staff. Mr. McGinley is recommending that the board approve temporary amendments to the Library's Rules of Conduct and a PPE Policy for the public that will add more support for the library staff to enforce the mask wearing policy. This information would be posted on the website.

Discussion ensued. The end result is that the policy would remain in effect until the Board of Trustees votes to remove or revise it. Since Ms. Behr-Shields indicated that she would prefer that people not be turned away from the library if they could not wear masks due to medical reasons, the policy will be altered to indicate that these individuals are encouraged to contact the library before visiting so library staff can attempt to make reasonable accommodations for services.

Ms. Saltzman made a motion to accept the PPE Policy and temporary amendments to the Westfield Memorial Library Rules of Conduct. Ms. Serapiglia seconded the motion and it passed unanimously.

### **PUBLIC PARTICIPATION**

There was no public participation.

### **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 Issues

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. Ms. Saltzman seconded the motion, and it was unanimously approved at 8:30 P.M.

Respectfully submitted:

Mary Anne Karwowski

### **RECONVENE IN PUBLIC SESSION**

The Public Session was reconvened at 8:45 P.M.

The following board members were in attendance: Ms. Behr-Shields, Mr. Boyes, Mr. Collum, Ms. Habayeb, Ms. Motwani, Ms. Ramakrishnan, Ms. Saltzman, and Ms. Serapiglia. Mr. McGinley joined the call as well.

Ms. Habayeb made a motion to accept Resolution 22-01 that Mr. McGinley be granted a raise effective January 1, 2022 of 2.5%, in accordance with Town Policy for raises for Mr. McGinley's position. Ms. Motwani seconded it. The motion was accepted unanimously via a roll call vote.

Mr. McGinley thanked the board for his evaluation and for his raise. He indicated that the evaluation was very helpful.

Ms. Habayeb motioned that the meeting be adjourned at 8:49 P.M., many people seconded it. All were in favor.

Submitted by Mallery Saltzman, Board of Trustee Secretary