

**WESTFIELD MEMORIAL LIBRARY**

550 East Broad Street  
Westfield, New Jersey 07090-2197

**BOARD OF TRUSTEES**

**Regular Meeting  
February 23, 2022**

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

Ms. Ramakrishnan 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. Boyes, Mr. Collum, Ms. Ramakrishnan, and Ms. Saltzman. Staff members attending were Mr. McGinley, Ms. Karwowski, and Ms. Peist.

**APPROVAL OF MINUTES**

Ms. Ramakrishnan moved the approval of the minutes of the January 26, 2022 regular meeting. Ms. Behr-Shields seconded the motion, and it was unanimously approved. There were no suggested changes to the annual meeting minutes which will be approved in January 2023.

**FINANCIAL REPORT**

The Financial Report for January 2022 was reviewed by the Board. Mr. McGinley distributed to the board members two missing pages from the financial report. The Capital Projects Budget on page 2 is incomplete since he is currently working with the Town to determine whether WML can obtain funding from the Town towards some of our planned projects. The library's reserve account will be a source for some of the funds.

## **APPROVAL OF BILLS AND CLAIMS**

As it was Mr. Collum's first time reviewing the bills and claims, he had posed several questions to Mr. McGinley in an email message. Mr. McGinley felt it would be useful to provide answers at the board meeting so all members would become educated on the subject matter. The WML purchases most of its books from the vendor Baker & Taylor (B&T). In addition, B&T provides some pre-processing services such as generating call number stickers, and creating MARC (Machine-Readable Cataloging) records for our catalog. The vendor Overdrive is our e-book vendor to whom we pay a licensing fee per copy of an e-book. It is expensive but the service has a high usage.

WML has three internet providers. Comcast provides our wireless internet service, T-Mobile provides our hot spots, and Verizon provides the wired network. If there is an outage with VZ, then the WML can switch over to Comcast.

In the future, Mr. McGinley will explore Mr. Collum's suggestion that we periodically evaluate the vendors utilized to determine if the WML may be able to obtain a better price/service. He added that it would be an arduous process to change the book purchasing vendor because of all the additional services that the vendor provides. Ms. Saltzman added that the school system uses B&T.

Mr. Collum moved to approve the Bills and Claims totaling \$29,547.11 for February 2022. Ms. Behr-Shields seconded the motion, and it was unanimously approved.

## **FRIENDS OF THE LIBRARY**

Ms. Lechner and Mr. Miller, co-President of the Friends, mentioned the following:

- 1) The Friends are happy to report that the Hale Series is returning in March with retired Judge John Boyle. This will be the first program in the series since the Fall of 2019.
- 2) The current total for the membership drive is 200 members.
- 3) The book sale will be held the first week of May with donations accepted the end of April. This year the town will provide a dumpster which will save them up to \$1K.
- 4) The Friends are working with the Green Team at the free market which is being held at the same time as the book sale.
- 5) They are proceeding with their plans for an employee box lunch provided by the Friends.
- 6) Funding was approved for the library to run a NJ Makers Day program. Funding was also approved for a pilot program to reserve museum passes electronically in the hope that this will provide the patron with a more user-friendly system.
- 7) Former WML board member Jim Capone has been added to the Friends Board.
- 8) The library used the Friends' video equipment to live stream the Black History program. It will also be available through YouTube.

## **DIRECTOR'S REPORT**

The Director's Report was reviewed. Mr. McGinley reported:

- 1) Total circulation, both physical and digital, went up significantly since last month.
- 2) The library hosted a coding program for elementary students. The program which was taught by a local high school student was very successful.
- 3) Positive feedback was received about the Black History program held at the library.

A board member posed a question regarding what the negative change in reported program attendance could be attributed to. Mr. McGinley stated that the percentage is the change from January program attendance compared to December attendance. In the month of December, a vaccine clinic was held with about 200 people in attendance. In January due to the omicron variant, it was difficult to schedule programs. Mr. McGinley added that he is working on improving the collection of statistics to have a consistent process.

## **COMMITTEE REPORTS**

Ms. Ramakrishnan asked for committee reports.

Mr. McGinley, Ms. Serapiglia, and Mr. Boyes (chair of the Buildings & Grounds Committee) met with Councilman Contract, members of the Town Green Team and Gabel Associates to discuss energy efficiency, the solar project, electric vehicle charging stations, and the HVAC system. Gabel Associates has agreed to formulate a holistic, sustainable program to point us in the right direction.

Mr. Boyes added that this involves a complex regulatory process in NJ. The Committee is striving for energy efficiency and for resiliency purposes so that in the event of a prolonged outage the library can be up and running quickly and possibly be a source for the community in difficult times.

## **OLD BUSINESS**

Ms. Ramakrishnan asked if there was any old business.

### FY21 Annual Report

The FY21 Annual Report was reviewed by the board members. Mr. McGinley requested that the Friends provide him with book sale totals and figures on monies donated to the library. A few typographical errors were related to Mr. McGinley for correction. Mr. Collum made a motion to approve the report with the noted corrections/additions and Ms. Behr-Shields seconded the motion. The motion was approved unanimously.

Mr. McGinley will have a moderate number of printed copies made for the Town Council, fund raising, etc. He is also planning to have a digital only publication available to the community.

### Technology Plan

The draft Technology Plan was reviewed by the board members. Mr. McGinley had input from the IT employee and Technical Services supervisor to formulate the plan. A mission statement, technology vision, guiding principles, and goals and objectives for the next two years are included. Since the Plan was sent to the board members, he updated the tablets/iPads equipment inventory totals to 8. He proposed additional information to be included under Objectives A1 & A2.

*To Objective A1 -- Acquire new computer hardware on an annual basis to ensure 5-year replacement cycle for computer equipment. (TARGET: 1<sup>st</sup> Quarter 2022)*  
*To Objective A2 -- Explore options for upgrading item barcodes to Radio-Frequency Identification (RFID) tags, and related equipment including RFID checkout pads. (TARGET: 3<sup>rd</sup> Quarter 2022)*

The board members questioned the veracity of the desktop computer and staff printer figures. Mr. McGinley will verify these figures but he believes that the figures include outdated computers and small non-network printers. Any typing errors were also related to Mr. McGinley.

Mr. Collum made a motion to approve the document with the above mentioned additions/corrections. Ms. Ramakrishnan seconded the motion and it was unanimously approved.

Mr. McGinley will post the document on the WML website for transparency and accountability purposes. Ms. Lechner suggested that the plan also be shared with personnel in charge of technology in the Westfield school district.

### Miscellaneous

Mr. Collum inquired about the mask situation. Mr. McGinley responded that the situation has improved. There was an incident with a particularly aggressive patron and also the influx of patrons to study for mid-terms posed some problems.

## **NEW BUSINESS**

Ms. Ramakrishnan asked if there was any new business.

### Shared Library Services

Mr. McGinley discussed shared library services which is currently a hot topic. Six of the 20 members of the Libraries of Union County Consortium (LUCC) are members of the Libraries of Middlesex Automation Consortium (LMxAC) which covers Middlesex, Union, and Monmouth counties. LMxAC allows member libraries to share library

services such as borrowing books, other materials, and digital content. It would allow access to about 3 million materials versus the 200K in the WML. The patron reserves the materials through the shared services catalog and picks up the material at their home library in a shorter amount of time than under our current interlibrary loan system JerseyCat. The shared service catalog is a web based product that is easy to navigate.

Membership would allow us more leverage since a group of libraries would contact a vendor about an issue versus one library. Group rates for hardware and software would be available. There is an annual membership fee of approximately \$55K for LMxAC. The associated startup costs would be from \$15K to \$20K. However, the LUCC is requesting a grant from the county to cover the startup costs for Union County libraries joining LMxAC in 2022 or 2023.

Other consortiums exist for shared services but LMxAC is the best fit geographically for Westfield. Mr. McGinley will explore the membership costs for the Bergen County Consortium and Morristown/Chatham Consortium and whether they would accept WML as a member.

Discussion ensued about differences between the shared services, M.U.R.A.L system, and the LUCC Consortium which is only a networking organization. The M.U.R.A.L. system allows a patron to visit a member library and borrow material but there are no shared services involved. The contract with The Library Corporation (TLC), our current library catalog provider, expires at the end of 2022. Mr. McGinley will consult with his departmental heads for feedback about the matter. If it is decided to move forward with shared services, the issue will be presented to the board at a later meeting.

#### Personnel Changes

Mr. McGinley announced Ms. Karwowski will be retiring from the office assistant position/secretary for board March 1 and that Ms. Nicole Peist will be replacing her. Ms. Karwowski thanked Mr. McGinley and the board for their well wishes.

Ms. Ramakrishnan 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. Ramakrishnan made a motion to adjourn to Executive Session at 8:32 P.M. Ms. Saltzman 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.

Following Board Members were in attendance: Ms. Behr-Shields, Mr. Boyes, Mr. Collum, Ms. Ramakrishnan, Ms. Saltzman, and Mr. Boyes. Staff members attending were: Mr. McGinley.

Ms. Ramakrishnan motioned that the employment of Nicole Peist to the part-time hourly position of Office Assistant, effective February 22 be approved by the board. Mr. Collum seconded it. All were in favor.

A discussion as to the criteria for lifting the mask requirement in the library followed. Mr. McGinley explained that he is looking at CDC guidelines, the retransmission rate in our county, town policy, and talking with staff to determine when the best time for this policy change.

Ms. Ramakrishnan motioned that the meeting be adjourned, Mr. Collum seconded it. All were in favor. Public session was adjourned at 9:15.

Submitted by Mallery Saltzman, Board of Trustee secretary