

WESTFIELD MEMORIAL LIBRARY
550 East Broad Street
Westfield, New Jersey 07090-2197

BOARD OF TRUSTEES

Regular Meeting

April 27, 2022

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. Collum, Ms. Habayeb, Ms. Reilly, Ms. Ramakrishnan, Ms. Saltzman, and Ms. Serapiglia. Staff members attending were Mr. McGinley and Ms. Peist.

APPROVAL OF MINUTES

Ms. Habayeb moved the approval of the minutes of the March 30, 2022 regular meeting. Ms. Behr-Shields seconded the motion, and it was approved as follows:

AYES: Ms. Behr-Shields, Mr. Collum, Ms. Habayeb, Ms. Reilly, Ms. Saltzman

NAYS: None

ABSTENTIONS: Mr. Boyes, Ms. Motwani, Ms. Ramakrishnan, Ms. Serapiglia

FINANCIAL REPORT

The Financial Report for April 2022 was reviewed by the Board.

Mr. McGinley stated the library is in good shape. The Capital Projects section on page 2 was updated since the board approved the budget.

APPROVAL OF BILLS AND CLAIMS

Mr. Collum moved to approve the Bills and Claims totaling \$44,976.89 for April 2022. Ms. Habayeb seconded the motion, and it was unanimously approved.

FRIENDS OF THE LIBRARY

Ms. Ramakrishnan entered during the Friends reporting at 7:38 pm.

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

- Book sale donation days started. The Friends received 4-5,000 books from the Westfield High School book drive, and an unbelievable amount at the start of donation days.
- They anticipated bringing over more books to the Green Team table at the Market. The Friends received more than they expected, despite having a fall children's sale and the table at the market. There were a lot of inquiries as to where to donate books outside of library sales.
- The Friends will have a new board in June/July.
- A fall bus trip is planned for October 19, 2022 to see Funny Girl. It would be a round trip bus, with lunch in the city.
- June 14th at 7:30 pm, the Westfield Town Counsel will acknowledge the Friends 50th anniversary.

DIRECTOR'S REPORT

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

It was a busy month number wise, with the counts being up. The library circulated about 30,000 before the pandemic, and nearing 25,000 is close to pre pandemic levels again. Even the website views and social media impressions are up.

Buildings and Grounds

PSE&G submitted a Direct Install plan proposal. This proposal includes replacing 2 boilers, replacing the 80-ton split AC system, and outdated light fixtures. The lighting portion of the proposal is a small part, as the library has been updating the lights when the ballasts break over time. Tri-State Light and Energy, PSE&G's contractor coordinating the Direct Install, informed the library that the sub-contractor was not comfortable performing the HVAC work due to the chiller component. The chiller is the number one thing in need of replacement, so TSLE indicated a new sub-contractor would have to perform a new audit. They advised the proposal could take 4-6 weeks, with the installation estimated at 20 weeks or completed by the end of 2022 due to supply issues. Mr. McGinley added that the new company has already performed the audit. TSLE indicated the potential for the library to receive greater incentive due to the inclusion of a chiller.

Mr. McGinley will look into what elements need to be done now, and which parts of the proposal can be completed a little later. He reached out to the Town and Gabel Associates for a better understanding of the proposals.

Ms. Saltzman inquired about the part of the proposal Mr. McGinley feels is unnecessary. Mr. McGinley explained the proposal included HVAC for the library's computer room. The computer room used to

require cooling for the servers. Since then, the servers have cooling units of their own, and slowly servers are moving to cloud hosting in general, so the library may not require servers as much in the future. The computer room unit wasn't venting out correctly and was a source of condensation. There was no need to spend \$100,000 on a unit the library removed already.

Mr. McGinley added that spring maintenance was completed yesterday on the HVAC. All the belts in the attic need replacing, and Mr. McGinley will get a quote for this. There is confidence the system is prepared to last through the summer.

Miscellaneous

Mr. McGinley and the library's Office Manager met with the Town Chief Financial Officer. The software training for using Edmunds to enter library bills and claims began. Mr. McGinley reiterated the process. The library prepares bills and claims, the board has to approve them, then the town council has to approve at their meeting a week after the library's board meeting. After that, the bills and claims are entered into this software and the process takes 4-6 weeks overall. With the library entering its own data, this process could be completed sooner. There is no reason for the process to take as long as it does currently. The added benefit is access to reports without having to email town hall for information.

The library made a change to Hoopla. Initially, patrons were allowed 6 items a month. It increased to 8, and then 18 during the pandemic. It has been reduced to 10 a month now. Hoopla is a pay-per-use model. During the pandemic, it was \$53,000 which is double the Youth Services budget. 10 items a month fits with its current usage numbers and allows for budgeting of other services as well. Metro areas have backed off pay-per-use models because it doesn't scale up well.

Juvenile library cards can now receive email notifications about their accounts. Previously, the library followed a strict interpretation of intellectual freedom policies that frustrated parents. Juvenile cards were used less due to the lack of notification options, which is why this change was made.

The library added a new video streaming service, Kanopy. It is another pay-per-use service, that has the Great Courses series and children's content that is not always available. Mr. McGinley stated physical media usage is going down, so he continues to look for supplemental avenues like this.

COMMITTEE REPORTS

Ms. Habayeb asked for committee reports.

Ms. Habayeb reported that there hasn't been much progress with the Foundation since the last meeting.

Buildings and Grounds

Outdoor Café and privacy landscaping were discussed. Mr. McGinley spoke to A&N Landscaping about the outdoor space. It is half the library's meeting room's size, and will need to be graded. The plan also includes putting pavers down, a short retaining wall, and privacy landscaping. At the time of the meeting, A&N Landscaping is not able to provide a door to the outdoor space.

The proposal for this is \$25-30,000, and Mr. McGinley added he needs to look into furniture and extra elements before the full estimate is known. The 2022 Capital Projects Budget only reserved \$20,000 for this outdoor cafe project.

A discussion ensued about various ways to fundraise for the outdoor space. Engraved bricks were discussed at length, and would be looked into further. Mr. McGinley was asked to attend a Friends meeting to explain. He stated he could work on a proposal for the Friends. The Friends might commit funds for the perimeter border bricks, that can then be engraved. The Cranford Police building did something similar.

The few issues that need working out came from the timing. The Friends board changes soon, so their concern is looking into this project before committing to fundraising that a new board has to take over in June. It was pointed out the Friends and Foundation could join together on this fundraising, as a way to reintroduce the Foundation. Mr. McGinley will look into a grant from the Foundation as well.

The second factor was the weather, as an outdoor project should be done when the weather is good for lengthy landscaping. Mr. McGinley mentioned considering 4-5 tables well-spaced out with solar canopy umbrellas and electrical outlets. It was suggested he talk to the Township about this, as it would be a good addition to the town as well, especially during power outages.

Another factor is the loss of various board members. In addition to Ms. Behr-Shields departure, the Mayor's Alternate was James Boyes, who resigned, leaving behind a seat on the Buildings and Grounds committee. In the next board meeting, there should be 2 new board members, and they may take the open committee seats, or the committees may need to be reorganized.

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.

Mr. McGinley brought up a proposal to update the Meeting Room Policy. He stated that the library is almost relaunching services post pandemic. These changes clean up the policy language and adjust restrictions.

- Previously restricted to nonprofits connected to Westfield. This was changed to all nonprofits.
- Nonprofits now charged \$25. For profits will be \$50 for usage of the meeting room space.
- No outside hours, meeting room limited to only available during library hours of operation.
- An Equipment Fee of \$25 per item usage, like microphones and the projector, as there may be a need for someone to set up projectors etc.
- The regular library rules, like no smoking, are better linked and clarified in the meeting room policy.

Discussion of the changes ensued, with the following points made. Mr. McGinley is hoping to eventually scale this policy across multiple rooms, possibly the outdoor space as well. The library will prioritize

library programs for room usage. The library plans these programs months in advance, so the up to 30-day public window for reserving the meeting room should not interfere. Mr. McGinley wants to encourage community usage, as it may bring more programming ideas that the library may want to sponsor. The library is still slower at night currently.

A board member asked for clarification on reserving the date, whether the public could see the calendar and how they would submit a date. Mr. McGinley looked into this factor, as he reached out to the current calendar service for quotes. The service the library has contains features the library doesn't yet use. He will look into adding the features that the library's existing events calendar has, along with potential credit card payments for the rental fees.

Ms. Saltzman wanted confirmation that the age was adults 18 and older, and not meant to be 21 and older. Mr. McGinley confirmed the 18 and older, stating that if you are the adult responsible for the program, you are responsible for the room.

Ms. Habayeb motioned to approve the Meeting Room Policy. Mr. Collum seconded the motion, and it was unanimously approved.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Before the adjournment, Ms. Habayeb took a moment to thank Amy Behr-Shields for her 2+ years of service on the board.

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 8:27 P.M. Ms. Saltzman seconded the motion, and it was unanimously approved.

Respectfully submitted:

Nicole Peist

RECONVENE IN PUBLIC SESSION

The public session was reconvened at 8:54 PM:

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

Ms. Saltzman proposed the board accept the following personnel changes:

Mr. McGinley reported on:

- Appointment of Ginette Bracke to the part-time position of Senior Page in the Adult Services department, effective May 2, 2022
- Resignation of Elizabeth Parker from the part-time position of Librarian Intern in the Adult Services Department, effective April 19, 2022

Ms. Ramakrishnan seconded it. All were in favor.

Ms. Habayeb motioned that the meeting be adjourned. Ms. Reilly seconded it. All were in favor.

The public session was adjourned at 8:55.

Submitted by Mallery Saltzman, Board of Trustee secretary