

**WESTFIELD MEMORIAL LIBRARY**

550 East Broad Street  
Westfield, New Jersey 07090-2197

**BOARD OF TRUSTEES**

**Regular Meeting**

**August 24, 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: Mr. Collum, Ms. Cusick, Ms. Habayeb, Mr. Katz, Ms. Reilly, Ms. Saltzman, and Ms. Serapiglia. Staff members attending were Mr. McGinley and Ms. Peist.

**OATH OF OFFICE**

Mr. Scott Katz read the Oath of Office onto the record and was sworn in. Mr. Katz is the Mayor's Alternate.

**APPROVAL OF MINUTES**

Mr. Collum moved the approval of the minutes of the June 22, 2022 regular meeting. Ms. Reily seconded the motion, and it was approved as follows:

AYES: Mr. Collum, Ms. Reilly, Ms. Saltzman, and Ms. Serapiglia.

NAYS: None

ABSTENTIONS: Ms. Cusick, Ms. Habayeb, Mr. Katz, Ms. Motwani, Ms. Ramakrishnan.

## **FINANCIAL REPORT**

The Financial Report for June and July 2022 were reviewed by the Board. Ms. Cusick arrived during the financial report.

Mr. McGinley asked if there were any questions about the June report. There were none.

Mr. McGinley highlighted points in the July report. He stated that we are still in good shape. At this time of year, usually 58% of the budget has been spent, and we are currently at 55%. Buildings and Grounds has spent 45%.

## **APPROVAL OF BILLS AND CLAIMS**

Mr. Collum moved to approve the Bills and Claims totaling \$44,858.27 for July 2022 and \$40,483.39 for August 2022. Ms. Habayeb seconded the motion, and it was unanimously approved.

## **FRIENDS OF THE LIBRARY**

Ms. Davidson, co-President of the Friends stated there was not much to report yet.

The Friends do not meet over the summer, and they are busy organizing the next board for the Friends. They are also beginning preparations for the fall Children and Teens book sale.

## **DIRECTOR'S REPORT**

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

A lot of the metrics have bounced back to pre-pandemic levels, with the exception of in-person attendance. Mr. McGinley stated that other local directors have noticed this as well. There is no information available about previous year's program statistics to compare to, so they are on a month-to-month comparison. All the numbers are up, and the Wi-Fi usage increased after the upgrade of the library's Wi-Fi to 1 gigabyte service.

The library experienced second floor closure due to excessive heat in July before the heatwave. Tustin Mechanical Services came out and fixed an electrical circuit relay. The library's cooling system worked after this, allowing the library to open during the heatwave as a cooling station. Mr. McGinley commented that the library does not have control over the exact temperature inside the building, it is

either summer or winter setting. Mr. McGinley added that a leak from the HVAC was discovered around the Local History Room. The cause was debris clogging a p-trap resulting in water leaking from a coil. Mr. McGinley will look into getting quotes to get the ducts cleaned.

Ending phantom 911 calls from the Library to the Police Department efforts have continued. The originating phone numbers predate the library. Verizon came out to inspect and reported that 3 lines were being crossed by additional lines between the Library and Town Hall. These lines were “dead-ended.” Mr. McGinley stated he received another call about these phantom calls before the meeting. The number came up as “Board of Education” at the library’s address. Mr. McGinley is still working on disconnecting these lines.

The State of New Jersey’s 2022-2023 budget includes anticipatory funding for grants to public libraries in Union County to eliminate or offset transition costs for joining a library consortium. Mr. McGinley admitted his surprise at this being at the state level, and is looking into the details for the library to be considered for any anticipatory grants there.

The library’s summer reading program is going well with about 1,000 participants. The library also hosted Senior Tech Buddies, which proved to be very popular. Senior Tech Buddies is a volunteer club in Westfield High School. Mr. McGinley may look into possibly more formal classes with this group, as the patrons were very happy with the program and service. Mr. McGinley also highlighted the library’s continued partnership with the Health Department, hosting 2 vaccine clinics and a series of workshops with WISE- Wellness Initiative for Senior Education.

Ten new tables were acquired for the meeting room to replace the existing damaged tables. Ten new computer monitors were installed around the library, with all the public computer monitors on the second floor having been upgraded in the past 12 months. The library also launched a new language learning platform, Mango Languages. It is similar to Rosetta Stone, and offers a mobile app option.

Mr. McGinley discussed the library’s participation in National Night Out on August 2<sup>nd</sup>. It was the library’s first outreach program, and had great attendance, with good interactions among residents. There were opportunities to play with Snap Circuits, sign up for library cards, chat with staff, and learn about the library’s programs and services.

Mr. McGinley also mentioned his collaboration efforts to expand programming. With the Town’s Human Relations Advisory Commission, Mr. McGinley discussed exposing the community to different multicultural events starting in the fall. An example being planning a Diwali program presented by a Hindu group the first week of November. Another collaboration discussion was with Inroads to Opportunities. This is an organization that provides vocational and job training for young adults and adults with developmental disabilities. Mr. McGinley believes the library could potentially assist with this as well.

## **COMMITTEE REPORTS**

Ms. Habayeb asked for committee reports, after stating that she will look at the committee assignments and figure that out since the board changes have completed with the swearing in of new members.

Ms. Saltzman represented the Personnel Committee, stating there was good feedback given regarding mid-year reviews, and she will share that with board members soon, as that process is still ongoing.

### **Building and Grounds**

Mr. McGinley and Ms. Serapiglia discussed highlights from the committee meeting they had before the board meeting. Mr. McGinley has allocated “wobble room” for the gas bill, as it has been going up and the budget for that utility is depleted before the winter. They have also been monitoring the electric bills since the ending of a third-party supplier. There is no update on the HVAC grant yet.

Ms. Serapiglia mentioned that they are following the information on the IJA Bipartisan Infrastructure effort to see if it could apply for energy-related efforts to the library. IJA is the Infrastructure Investment and Jobs Act.

Mr. McGinley discussed efforts for a sign for the library. There has been one quote received for about \$14,000- \$15,000. Because of the cost, Mr. McGinley is required to have three quotes, which he will work on obtaining. In the meantime, he will follow up with the original quote person as to questions about time required to build. Mr. McGinley stated he was happy with the style and the cost. The State Aid budget of \$16,000 should be able to cover the cost of a sign, once all the steps are completed.

## **OLD BUSINESS**

Ms. Habayeb asked if there was any old business.

Mr. McGinley included a proposal for Shared Library Services in the meeting packets. This was the formal proposal to be introduced to the Board, with the idea of voting on it in the next meeting. During the course of discussions, the Board decided to vote on this proposal on the same night.

Mr. McGinley’s proposal included information on two neighboring consortiums to consider joining. Morris Automated Information Network (MAIN) and Libraries of Middlesex Automated Consortium (LMXAC). The proposal focused on LMXAC, as MAIN’s closest membership was Chatham, and the costs were higher overall than LMXAC. Other neighboring townships in northern Union County are still considering MAIN. However, the immediate neighbors of Westfield have already committed to LMXAC.

Cranford has already gone “live” with the change over, and Scotch Plains- Fanwood are planning to be in LMXAC by the fall. This would make going to pick up an item locally easier for Westfield patrons.

Highlighted points in the conversation include:

- Joining a consortium gives access to state-of-the-art Integrated Library Services (ILS). The library’s current ILS is considered outdated and entry level. If the library doesn’t join a consortium, we would have to update the system we have anyway, at our own costs.
- The financial benefits of joining relate to the ability to leverage or scale costs. Bulk purchasing prices for technology equipment, even the postage through town has a budget of \$10,000 that would be cheaper scaled through a consortium’s larger scaled usage/costs.
- The library would gain a mobile app and technology collaboration. Mr. McGinley stated that the Head of Technical Services, Adrienne Basso, is fantastic but she also spends hours on the phone trying to fix problems. In the LMXAC system, there would be one person the library contacts with problems and deal with them instead of various companies.
- Mr. McGinley clarified that it would be a collaboration, but the library would retain autonomy. LMXAC has a Board of Trustees consisting of representatives from member libraries.
- The State of New Jersey is working on offering grants to libraries to join consortiums, with subsidized transition costs. Details of this are still being researched.

Ms. Habayeb inquired about the timeline for this potential transition. Mr. McGinley explained once the Westfield Board approved this proposal, then the Westfield library would have to be accepted by vote of the LMXAC Board, and entered into a queue process. If the Westfield Board approved in September’s meeting, the LMXAC Board would vote in their October meeting, and Westfield would likely go “live” around April or May of 2023.

Ms. Saltzman asked about the grant funding from the state. Mr. McGinley stated that even though the details are not fully known, the library would go for it anyway. The grant simply pushes the library to do this sooner. Mr. McGinley does not anticipate any reason why the library would not get the grant. He added that this would have been a proposal he made with or without the potentially cost covered funding. The support gained for patrons and collections would be greater than the transitional costs in the long run.

A few ensuing questions were the following. Ms. Saltzman asked about publicity and training. Ms. Reilly suggested consortiums might have various marketing tactics, especially considering LMXAC is acquiring more local libraries. It was noted that LMXAC has one college library as a member, so there would be access to more academic options, and that MAIN does not have a college library. Mr. McGinley added that we are not the first library in the area, so we can see what the other libraries do for the patron side of the transition. Internally, he plans at least 4-5 days of staff training by an LMXAC person. Mr. McGinley stated that many of the patron complaints he receives would be solved by a consortium option.

Digital content, like e-books, wait times were also covered. Some titles now have a 6 month wait time vs a year ago when access was easier to rent E-Materials. He is also looking at adjusting the budget for E-Materials to bring down waiting times. Westfield residents would still have first access to materials before another township.

Ms. Habayeb raised a processing clarification. If, during the process of weeding/culling materials, the library would work on RFID tags as well? Mr. McGinley would wait on RFID tags, as there is a cost for subscriptions and the priority would be weeding the collection to better budget that first. RFID tags may come later after the transition is over.

Ms. Habayeb stated sensing an appetite to vote on this proposal tonight, not at the next meeting. The Board expressed the desire to do so. Ms. Habayeb motioned for the acceptance of the Shared Library Services proposal. Ms. Saltzman seconded the motion. The vote is as follows:

AYES: Mr. Collum, Ms. Cusick, Ms. Habayeb, Mr. Katz, Ms. Reilly, Ms. Saltzman, and Ms. Serapiglia.

NAYS: None

ABSTENTIONS: Ms. Motwani, Ms. Ramakrishnan.

Mr. McGinley will prepare a resolution for Ms. Habayeb to sign and submit within the week.

## **NEW BUSINESS**

Ms. Habayeb asked if there was any new business.

Mr. McGinley brought up the Gabel Associates Proposal to Provide Energy Consulting Services to the Town of Westfield. Mr. McGinley recapped the ongoing HVAC situation. The Town's Green Team applied for a grant on behalf of the library in the amount of \$5,000 for a Sustainable Energy Master Plan. The library has been accepted for this grant. The Green Team is matching the grant, adding \$5,000 to the costs. The Westfield library will come up with the remaining \$5,000 for the total sum of \$15,000 that Gabel is proposing for the Master Plan.

Mr. McGinley added that the sustainability timing is good, as the HVAC likely cannot be solved all at once, so having a plan will help the progress along the way. Gabel connects to funding and grant opportunities, which can help with the costs during the process of repairs and replacements.

Mr. Collum inquired about the Electric Vehicle Charging Infrastructure in the proposal. Mr. McGinley has spoken to the Green Team, and agrees that the library can be a pilot space for DPW and the Township with these sustainable energy upgrades. This includes wanting to put one or two EV chargers in the parking lot. The small micro grid would also help if the power goes out for a period of time. The library would be able to be open as a place to go for charging while conducting library business.

Mr. McGinley feels comfortable using the reserved funding, which has not been used yet, to cover the \$5,000 that was not budgeted for.

Ms. Habayeb motioned to accept the Proposal to Provide Energy Consulting Services to the Town of Westfield from Gabel Associates. Mr. Collum seconded, and it was unanimously approved.

#### **PUBLIC PARTICIPATION**

There was none.

#### **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 8:19 P.M. Ms. Saltzman seconded the motion, and it was unanimously approved.

Respectfully submitted:  
Nicole Peist

#### **RECONVENE IN PUBLIC SESSION**

The Public Session reconvened at 8:40 P.M.

Following Board Members were in attendance: Mr. Collum, Ms. Cusick, Ms. Habayeb, Ms. Reilly, Ms. Saltzman, and Ms. Serapiglia. The staff members attending were: Mr. McGinley.

Mr. Collum made a motion to approve Julia O'Halloran leave of absence starting 10/24/2022 ending 1/16/2023. Ms. Saltzman seconded it. All were in favor.

Mr. Collum made a motion to offer Mr. McGinley a 2% one-time off-cycle salary adjustment based on current market conditions and recent accomplishments. Ms. Cusick seconded it and all were in favor. Mr. McGinley expressed his gratitude.

Ms. Habayeb motioned that the meeting be adjourned. Ms. Reilly seconded the motion and it was unanimously approved.

The meeting was adjourned at 8:44 P.M.

Submitted by Mallary Saltzman, Board of Trustee secretary