

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

**BOARD OF TRUSTEES**

**Regular Meeting**

**September 28, 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. Habayeb, Mr. Katz, Ms. Ramakrishnan, 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 August 24, 2022 regular meeting. Ms. Serapiglia seconded the motion, and it was approved as follows:

AYES: Mr. Collum, Ms. Habayeb, Mr. Katz, and Ms. Serapiglia.

NAYS: None

ABSTENTIONS: Ms. Cusick, Ms. Motwani, Ms. Ramakrishnan, Ms. Reilly, and Ms. Saltzman.

## **FINANCIAL REPORT**

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

Mr. McGinley summarized the report by stating that payments are catching up to budgets. There will be some significant payments soon, including salaries which will be on track for the yearly spending. Mr. McGinley also drew attention to the overbudget section of Computer Software. This was due to a misunderstanding of where ILS payments came from, and is being corrected, so this will be fine again.

## **APPROVAL OF BILLS AND CLAIMS**

Mr. Collum moved to approve the Bills and Claims totaling \$66,678.65 for September 2022. Ms. Habayeb seconded the motion, and it was unanimously approved.

## **FRIENDS OF THE LIBRARY**

Ms. Davidson, co-President of the Friends, reported:

The Hale Speaker Series was happening that night, with Sally Williams Cook discussing *A Writer's Life*.

The Children and Teens Booksale has already started accepting donations ahead of its October sale. They can be contacted through their website for this. The collection dates at the library are October 23-25, with the sale running from October 26-29, 2022. A discussion ensued about donations for this sale.

## **WML Foundation**

At the end of the Friends report, prior to the Director report, Mr. McGinley introduced John Davies. Mr. Davies is the current president of the Westfield Memorial Library Foundation. Mr. Davies updated on the Foundation status. They are working on getting the Foundation up and running again, with help from the previous treasurer. They will start fundraising and membership opportunities after the Foundation Board of Trustees is completed and the Foundation is operating normally again.

## **DIRECTOR'S REPORT**

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

- Fans on the second floor were replaced. HVAC is a major issue in the process of being worked on in the library, but anything to circulate the air in the meantime helps.
- HVAC updates will be more regular in the report. Currently there is a delay related to split utility bills. PSE&G provides the library's electricity, while Elizabethtown Gas supplies the gas. PSE&G has to contact Elizabethtown Gas and see if the HVAC work will have more steps because of these separate utilities.
- The Westfield Foundation matched the grant for funding the outdoor patio space. There still needs to be two more quotes before any work can begin. The Township uses the company that gave the first quote, and they have suggested that cold weather is not much of a factor in the project, so it could be completed before the end of the year.
- The library's wired internet speed upgrade ran into a cable issue that stalled the upgrade this past week.
- The library's primary book provider, Baker & Taylor, fell victim to a ransomware attack that made their systems unavailable for two weeks. B&T is back to normal, and working through invoice issues related to this period of time. Mr. McGinley pointed out that New York Public Library could pivot to other providers during this outage. There are not many book vendors, but Mr. McGinley may look into opening an account elsewhere to have a similar avenue.
- The meeting room is getting an update- HD technology, in the form of two video cameras with microphones and audio. They will be fixed for streaming, and bring more access to the public.

A discussion ensued. Topics included wanting updates on IJJA and other government grant monies. Budgets are made earlier in the year and apply for the whole year. The discussion on grant funding was suggested for the next Building and Grounds or Financial committee meetings.

## **COMMITTEE REPORTS**

Ms. Habayeb asked for committee reports.

There were none.

## **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 three topics:

### **Resolution Against Censorship and Book Bans**

Mr. McGinley started with this resolution. Over the last six months, there has been a tremendous increase nationwide in attempts to ban materials. Most of these efforts are in schools. The targeted materials are LGBTQ and race topics. Mr. McGinley asked the Board to take a position on this issue. When asked what prompted this resolution, Mr. McGinley stated that the past week was Banned Book Week. The library promoted and celebrated Banned Books during that week, like many other libraries do. A duplicated paragraph was pointed out, otherwise the resolution was voted on. It passed unanimously as follows:

AYES: Mr. Collum, Ms. Habayeb, Mr. Katz, Ms. Ramakrishnan, and Ms. Serapiglia.

NAYS: None

ABSTENTIONS: Ms. Cusick, Ms. Motwani, Ms. Reilly, and Ms. Saltzman.

### **LMxAC Agreement**

Mr. McGinley introduced the next step in the library's goal of joining the LMxAC consortium. In the last meeting, Westfield Library Board voted to join. The written formal agreement is a part of the process. The Westfield Library Board needed to approve this agreement before it would go to the LMxAC Board for their vote. Mr. McGinley stated that if we get accepted, Westfield Library would immediately be a member, even though the transition timeframe is April or May 2023. He is also continuing to follow up with the Libraries of Union County Consortium and the Union County commissioner on distribution of grant funding for joining a consortium.

Ms. Habayeb motioned to approve the LMxAC agreement. Mr. Collum seconded the motion. It passed unanimously.

### **Memorandum for CFW AFL-CIO Local 1031**

Mr. McGinley has been working on the contracts with the Librarian's Union. This memorandum was a result of these efforts. It is a 5-year contract, that brings members' pay up to NJLA minimums. Other highlighted points were the swapping of Columbus Day holiday for Juneteenth holiday. Vacation changes for new hires as well. Board approval of this memorandum would move this on for the lawyer to finalize the contract.

Ms. Habayeb motioned to approve the Memorandum. Mr. Katz seconded. It passed unanimously.

## **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 8:00 P.M. Ms. Ramakrishnan seconded the motion, and it was unanimously approved.

Respectfully submitted:

Nicole Peist

## **RECONVENE IN PUBLIC SESSION**

The Public Session reconvened at 8:23 P.M.

The following Board members were in attendance: Mr. Collum, Ms. Habayeb, Mr. Katz, Ms. Ramakrishnan, and Ms. Serapiglia. The staff members attending were: Mr. McGinley.

Ms. Habayeb made a motion to accept the resignation and retirement of Adrienne Basso, effective May 1, 2023. Mr. Katz seconded the motion and it was unanimously approved. The Board thanked Ms. Basso for her dedication to the Westfield Memorial Library and 30 years of service to the Westfield community.

Ms. Habayeb moved the meeting adjourn. Mr. Collum seconded the motion and it was unanimously approved.

The meeting adjourned at 8:32 P.M.

Respectfully Submitted:

Allen McGinley on behalf of Mallery Saltzman