

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

BOARD OF TRUSTEES

Regular Meeting

October 26, 2022

Ms. Habayeb, President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:33 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, Ms. Motwani, Ms. Reilly, and Ms. Saltzman. Staff members attending were Mr. McGinley and Ms. Peist.

Members of the public present at the meeting were: Amy Lovato, resident on 617 Embree Crescent in Westfield.

APPROVAL OF MINUTES

Ms. Habayeb moved the approval of the minutes of the September 28, 2022 regular meeting. Mr. Collum seconded the motion, and it was approved as follows:

AYES: Mr. Collum, and Ms. Habayeb.

NAYS: None

ABSTENTIONS: Ms. Cusick, Mr. Katz, Ms. Motwani, Ms. Ramakrishnan, Ms. Reilly, Ms. Saltzman, and Ms. Serapiglia. *

*There were members at this October board meeting that did not make the last meeting, and those who attended the September meeting could not attend the October meeting.

FINANCIAL REPORT

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

Mr. McGinley reported that the financials will be caught up when salaries get settled. Otherwise, the total Bills and Claims is higher than usual with catch up payments from the year. A good portion of this is payment to the town for benefits- PERS, Medical, Worker's compensation, etc. \$526,820.00 in Town of Westfield charges. Overall, Mr. McGinley stated that the financials were in good shape and close to fully expended for the year.

APPROVAL OF BILLS AND CLAIMS

Mr. Collum moved to approve the Bills and Claims totaling \$563,127.18 for October 2022. Ms. Saltzman seconded the motion, and it was unanimously approved.

FRIENDS OF THE LIBRARY

Ms. Davidson, co-President of the Friends, highlighted the following:

- The fall children's book sale happening the week of the meeting received a lot of donations, but not as many as usual. It was very busy Wednesday morning, with a line waiting to enter.
- The Spring book sale is planned for April 16 to May 1, 2023.
- Hale series programs are back.
- Museum passes are back to 20 total, with one still being resolved.
- The Friends are putting together a jigsaw puzzle sale for the winter.
- The Youtube channel was mentioned, as program content ends up on their channel.
- Senior programs- a tour of the Rialto, the trip to New York to see Funny Girl, and Opera tickets for Lincoln Center were all mentioned as services the Friends provide.
- The Friends winter newsletter is on the Friends website.

FOUNDATION REPORT

In the absence of Mr. Davies from the Foundation, Mr. McGinley read the updates regarding the Foundation for the record.

Mr. Davies submitted an application for a non-profit Workspace account with Google. The vetting process takes time, and Mr. Davies is awaiting the outcome from their verification partner. This will allow the Foundation to have enterprise support and Meet capabilities, as well as the possibility to re-host the existing Foundation domain at zero cost.

The plan is to eventually connect to a Google hosted Foundation website. Mr. Davies is vetting online donation platforms to add to their website to be able to collect online donations. If all goes well with verification processes, it's possible the Foundation could do a social driven donation push during the holiday season. Mr. Davies is nearly ready for applications for the Foundation's board as well.

DIRECTOR'S REPORT

The Director's Report was reviewed. Mr. McGinley listed the following:

- The statistic numbers were down from summer, but still up from last September's numbers.
- The library concrete and outdoor first floor brick was power washed.
- Gable and Associates came by the library for a site visit while working on the library's sustainability master plan.
- Tri-State Light and Energy estimated proposal for lighting and HVAC work came in.
- State funding amounts is up nearly 8%, which should add funds to cover more project costs.
- The State funding earmarked \$250,000 for Union County Shared Library Services, which are progressing to county level. Officials will file applications for libraries joining consortiums.
- The library completed the internet upgrade. Speeds went from approximately 200Mb to 1Gb.
- LMXAC voted to approve the Westfield library's membership. We are officially a member, included in emails and such, but payments start after Westfield library goes "live" with them. Clark library was approved at the same meeting.
- Outdoor sign update will be mentioned in committee reports.

COMMITTEE REPORTS

Ms. Habayeb asked for committee reports, after mentioning she had updated the committee lists.

Mr. McGinley spoke for Buildings and Grounds. At their meeting, the HVAC and sign were discussed. The sign has 3 quotes, narrowed to 2 options. The lower one is not quite what the committee wanted design wise, so they are trying to work with that vendor to see if it can be made closer to what is wanted. The sign project would take 3 months once a vendor is approved. This may not happen before December 30, 2022. Funds are planned from the State Aid budget.

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 the Resolution to Accept the Energy Efficiency Upgrade Proposal from PSE&G and Tri-State Light and Energy.

He began by recapping the history of the HVAC issue; regarding the original company leaving and that the library finally has a new proposal. TSLE needs the signed proposal by the end of the month. Mr. McGinley discussed this proposal with the Buildings and Grounds committee, the town's Green Team, as well as Gable Associates. Gable has just started work on their energy master plan for the library, so their suggestion was to hold off until that was completed. The rest of the conversations Mr. McGinley had suggested that this proposal was good, and to go for it.

At this time, the board members discussed the questions they had. Ms. Saltzman inquired if the library would have to close during this. Mr. McGinley cannot be sure yet. It's possible if the weather is extremely cold or hot at the time. Maybe sections of the library will be off limits/closed during the work on the lighting. Ms. Habayeb commented on the specific language, and asked what happens if there are problems. Mr. Collum noted section 6B is the section for this, and that it is standard language. Projects like this have no choice, and to assume it will take longer than estimated.

Mr. McGinley brought up the section about payment. The library had the option to pay the lump sum of \$165,447.68, or 60 monthly payments of \$2,757.46. Lump sum would pay for the project before the work began, or payments would begin monthly after the work is completed. The suggestion was to pay the 60 monthly payments.

Ms. Habayeb motioned to accept the Energy Efficiency Upgrade Proposal and to pay monthly. Ms. Saltzman seconded the motion, and it was approved unanimously.

PUBLIC PARTICIPATION

Amy Lovato of 617 Embree Crescent gave a summary statement about a matter she is bringing to the Board's attention in a subsequent meeting. The book in question is "Gender Queer" which is the #1 challenged title making the rounds in banning discussions due to graphic imagery. This is the reason Ms. Lovato has filed a book reconsideration request with the Board's reconsideration committee. Since the Board has previously made their position clear on Banned Books, Ms. Lovato had multiple suggested options for consideration related to this title.

Mr. McGinley reminded the board that there is a process to book issues like this. The formal matter may be a part of the November meeting. If not, it will be in the December meeting. Ms. Lovato will be invited back for that meeting. As it stands, the Collection Development Policy is used by the 16 librarians in charge of ordering for the collection. The Board set this policy, and the Library Director supervises. Currently, this matter is going to the Acquisitions committee for review and recommendations.

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 8:13P.M. Ms. Saltzman seconded the motion, and it was unanimously approved.

Respectfully submitted:

Nicole Peist

RECONVENE IN PUBLIC SESSION

The Public Session reconvened at 8:28 P.M.

The following Board Members were in attendance: Mr. Collum, Ms. Cusick, Ms. Habayeb, Ms. Reilly, Ms. Motwani and Ms. Saltzman. Staff members attending were: Mr. McGinley.

Ms. Habayeb made a motion to accept the resignation of Ariana Heinsdorf, Children's Librarian, effective October 24, 2022, and to approve the request for an unpaid leave of absence for Doris Jackson for medical reasons from November 1, 2022 to April 30, 2023.

Ms. Motwani seconded it. All were in favor.

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

The meeting adjourned at 8:44 P.M.

Submitted by Mallary Saltzman, Board of Trustee secretary