

WESTFIELD MEMORIAL LIBRARY

550 East Broad Street
Westfield, New Jersey 07090-2197

BOARD OF TRUSTEES

Regular Meeting

December 21, 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. Ramakrishnan, Ms. Reilly, 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 November 16, 2022 regular meeting. Mr. Collum seconded the motion, and it was approved as follows:

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

NAYS: None

ABSTENTIONS: Ms. Motwani

FINANCIAL REPORT

The Financial Report for November 2022 was reviewed by the Board. Mr. McGinley added that the financials were in good shape, possibly with a small surplus. He would know totals by the January meeting.

APPROVAL OF BILLS AND CLAIMS

After an explanation of why there were two sets of bills and claims in December, Mr. Collum moved to approve the Bills and Claims. Part one totaling \$62,793.11 and the additional part two total of \$9,725.24 for December 2022. Ms. Saltzman seconded the motion, and it was unanimously approved.

FRIENDS OF THE LIBRARY

Ms. Davidson, co-President of the Friends, stated that the Friends had a brief meeting due to a celebration of a member's 85th birthday.

FOUNDATION

Mr. Davies, President of the Foundation, was unavailable. Foundation update is in committee reports.

DIRECTOR'S REPORT

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

- All statistic numbers are up except website views. Under the umbrella program title of Sharing Our Stories, the library hosted an indigenous people program in partnership with Westfield Human Relations Advisory Commission and the Westfield High School Social Studies Department. This in particular had great turn out.
- Youth Services Librarian and Westfield elementary school librarian, Jen Ciampa, hosted a program series called Plugged In Parents. This program was about digital safety. Streaming might help with attendance, as it was tech focused. A board member mentioned that this is something the schools have an interest in as well.
- Nancy Gleeson at the Rialto Theater is partnering with the library on a grant for Big Read which is a community read program. The grant is funded by the National Endowment for the Arts, and the planning meeting for this effort is in early January. The maximum grant is \$20,000, and there are a lot of program requirements. The books to pick from are about the last 10 years of works, and the theme can dovetail to YA and Children's choices as well.
- LMxAC update- They have put out a statement on harmful language in the catalogue, and a forum to report items in the catalogue for corrections. This is an effort to update older records with more inclusive language.

COMMITTEE REPORTS

Ms. Habayeb asked for committee reports.

Ms. Saltzman reminded the board members about end of year evaluation forms.

Long Term Planning

Mr. McGinley mentioned the Foundation. They have put out a call for volunteers to join, and Mr. Davies is still working on the technical items like the Google Workspace. The long-term planning committee met with the Foundation's Mr. Davies to discuss the direction of the Foundation's fundraising efforts. The efforts would be towards updating the library's interior, likely with a smaller project to start with. Mr. McGinley said they would work with Soyka Smith for the first floor, but for the second floor, the library might need an architect because of the high ceilings.

OLD BUSINESS

Ms. Habayeb asked if there was any old business.

FY23 Budget

Mr. McGinley started with a few changes he made to the drafted budget from the previous meeting. He also highlighted a few of the budget items for explanation.

- The part time marketing and outreach position is now a full-time position with some funding for the benefits to the job. Mr. McGinley drafted a promotional job position for the board.
- Sunday expansion to being open all year round.
- Cushion increases for health insurance and Township.
- Increase to materials for digital content.
- Professional Development and staff training to get staff out to learning workshops.
- Increase to programs budget. Previously cut as in person attendance during the pandemic was not feasible. Program budget is back to pre-pandemic level, with some for HRAC collaborations.
- Landscaping was upped for snow removal and special landscaping needs.
- Due to an oversight in the math formulas, some budget lines previously cut are restored.

Ms. Habayeb motioned to pass both the FY23 Budget and the full-time position creation. Mr. Collum seconded, and the motion passed unanimously.

2023 Board Meeting Schedule was reviewed. Ms. Habayeb motioned to accept the 2023 Board Meeting Schedule. Ms. Saltzman seconded the motion, and it was unanimously approved.

NEW BUSINESS

Ms. Habayeb asked if there was any new business.

FY23 Salary

Mr. McGinley proposed a salary increase for non-union staff that is in line with township increases, which averages to 2- 2.5%. Ms. Habayeb motioned to accept the proposed salary increases for non-union staff. Mr. Collum seconded and the roll call vote went as follows:

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

NAYS: None

ABSTENTIONS: Ms. Motwani

2023 Holiday Closing Schedule

Mr. McGinley discussed the 2023 holiday closing schedule. It took time to configure between union holidays, personnel policy holidays, and town or federal holidays. The state has yet to claim when Juneteenth day will be observed, so that day is tentatively the Monday. The union contracts gave up Columbus Day holiday for Juneteenth day, but the school system has not, as that is finals week. The union contracts guarantee 12 holidays, personnel policy guarantees 13.

Mr. McGinley proposed the option of skeleton shifts for both Good Friday and Columbus Day. The library would be closed otherwise, and the staff would be voluntary. If staff comes in, it is time and a half. A discussion ensued about the holidays. Whether being open for 8 hours undercut the point of the holiday. Mr. Katz mentioned a notice of 4 Christian holidays with no representation of any other holiday types. This is based off the Federal holidays. Mr. Collum asked for the holiday closing schedule discussion to begin in October 2023 for 2024.

Ms. Habayeb motioned to accept the 2023 holiday closing schedule. Ms. Saltzman seconded, and it was unanimously approved.

Contract Award to A+N General Contracting

Mr. McGinley noted there was an agenda item suggesting a contract award to A+N General Contracting. The township suggested the board formally award the contract. Mr. McGinley will draft something for the January meeting.

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 8:38 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 9:10 P.M.

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

Ms. Habayeb motioned that the board approve the appointment of Kiana Kirby to the full-time position of Head of Technology and Technical Services, effective January 3, 2023; and Katharine Thomas to the full-time position of Senior Librarian, Children's Department, effective January 3, 2023., Ms. Serapiglia seconded it. All were in favor.

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

The meeting adjourned at 9:15 P.M.

Submitted by Mallery Saltzman, Board of Trustee secretary