

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

BOARD OF TRUSTEES

Regular Meeting

January 25, 2023

Ms. Habayeb, President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:42 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. Ramakrishnan, Ms. Reilly, Ms. Saltzman, and Ms. Serapiglia. Others attending were Mr. McGinley, Ms. Peist, and Ms. O'Boyle.

APPROVAL OF MINUTES

Ms. Habayeb moved the approval of the minutes of the December 21, 2022 regular meeting. Ms. Saltzman seconded the motion, and it was approved as follows:

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

NAYS: None

ABSTENTIONS: Ms. Motwani, and Mr. Parmelee

FINANCIAL REPORT

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

Mr. McGinley reported a surplus. Medical leaves, PERS and other benefits being a bit lower, as well as some redundancy removals created this surplus.

APPROVAL OF BILLS AND CLAIMS

Ms. Habayeb moved to approve the Bills and Claims totaling \$32,531.17 for January 2023. Mr. Collum seconded the motion, and it was unanimously approved.

FRIENDS OF THE LIBRARY

Ms. O'Boyle, co-President of the Friends, reported:

- The Friends are doing fundraising in the form of a used jigsaw puzzle sale, scheduled for March.
- The Spring Book Sale is on track.
- The Friends received Mr. McGinley's requests for funding. They will discuss this at their next meeting. An example being further questions about the logistics of the lockers system.

Ms. O'Boyle also asked follow up questions for clarification on the Big Read program, and the Native Seed library. Mr. McGinley has also asked the Friends for funding towards the Native Seed Library. He mentioned Cranford's success on this project, before a discussion ensued about various local options that may have an interest being part of the Native Seed Library effort.

FOUNDATION

Mr. Davies, President of the Foundation, was not present. An update on the Foundation was presented by Ms. Motwani and Mr. McGinley. Mr. Davies has decided to stay on the Foundation through the formation of a Board. However, Mr. Davies does not want to continue on as the Foundation President going forward. A discussion ensued regarding the Foundation board's call for membership.

DIRECTOR'S REPORT

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

- The statistic numbers have a previous year data to compare to now. All the numbers are up.
- Mr. McGinley mentioned the library's budget meeting with the Town. Board members discussed attending this meeting. They considered asking the Town for HVAC cost assistance if we are to continue being a heating/cooling option for the township.
- Kiana Kirby and Katie Thomas, the library's newest hires, were highlighted. The board followed up with questions about how they are adjusting.
- Jennifer Schulze, Head of Adult Services, was appointed as Library Liaison to Lifelong Westfield.
- Mr. McGinley, Library Director, was appointed as Library Liaison to the Town of Westfield Human Relations (HRAC). He thanked Councilman Katz for assisting with this mutually beneficial connection.

COMMITTEE REPORTS

Ms. Habayeb asked for committee reports.

Ms. Saltzman discussed the Personnel Committee. She thanked everyone for their feedback, and that the committee reviewed Mr. McGinley.

OLD BUSINESS

Ms. Habayeb asked if there was any old business.

Contract Award to A+N General Contracting for Outdoor Patio

Mr. McGinley discussed the three quotes for the Outdoor Patio project, and proposed the contract be awarded to A+N General Contracting. Mr. Collum moved to approve awarding A+N General Contracting the contract for the Outdoor Patio project. Ms. Serapiglia seconded, and it was unanimously approved.

A discussion ensued revisiting the selling of bricks as a fundraiser for the library.

NEW BUSINESS

Ms. Habayeb asked if there was any new business.

FY22 Annual Report

Mr. McGinley submitted a draft of the FY22 Annual Report. The numbers compared to pre-pandemic, and Mr. McGinley shared excitement about this. He asked for Board member feedback within a week.

Various board member questions caused discussions about parts of this report. Ms. Motwani inquired how Mr. McGinley calculated the library's value. Mr. McGinley stated there were a few ways, but he used Syracuse University Calculator. It is a true value calculation, where various usage statistics are filled in, and the total is what your library visit is worth using national averages.

Ms. Ramakrishnan was amazed by the patron counter increase. The number listed was 63K. There were comments about being happy patrons are coming back, but the numbers could be more. That we might convince people the library is worth visiting. She also asked about LinkedIn Learning data. Mr. McGinley wants to promote more services this year, some targeting ads of services. LinkedIn Learning would be one. Another member asked about Oxford English Dictionary, but the library already has this service, so this too fell into the potential publicity of library services people might not be aware of.

Other questions that lead to discussions were: the response to being fine free, Meeting Room use, and the top 10 books listed in the draft. Mr. McGinley wants to revisit the meeting room policy in anticipation of state changes coming. He is also curious how the statistics for the top books changes when more book options are available for sourcing through LMXAC.

NEA Big Read Matching Grant

Mr. McGinley proposed a request for funding of \$5,000 for the Westfield Big Read. This project is in collaboration with the Westfield Arts Collective. The library is applying for a grant from the National Endowment for the Arts in the amount of \$15,000. The Westfield Arts Collective is looking to match funding of \$5,000. Mr. McGinley has asked this amount from the Friends as well. If the grant and all pending matching contributions come through, the library will have \$30,000 for books and required events in the NEA Big Read. With that amount of funding, the library could try to get the author to visit and speak. The point of this project is a community read, with community interactions at events tied to the book chosen.

Ms. Habayeb motioned to approve using \$5,000 from reserve accounts to fund NEA Big Read. Mr. Collum seconded the motion, 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 8:37 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 8:58 P.M.

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

Ms. Habayeb made a motion for the board to accept the promotion of Roz Giuditta to the full-time position of Marketing and Outreach Manager, effective March 6. Ms. Motwani seconded. All were in favor.

Ms. Habayeb moved the meeting adjourned. Ms. Cusick seconded the motion and it was unanimously approved.

The meeting adjourned at 8:59 P.M.

Submitted by Mallary Saltzman, Board of Trustee secretary