

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

BOARD OF TRUSTEES

Regular Meeting

March 22, 2023

Ms. Ramakrishan, Vice President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:30 P.M.

Ms. Ramakrishan 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: Ms. Cusick, Ms. Motwani, Ms. Ramakrishnan, Ms. Reilly, Ms. Saltzman, and Ms. Serapiglia. Others attending were Mr. McGinley, Ms. Peist and Harriet Davidson.

APPROVAL OF MINUTES

Ms. Saltzman moved the approval of the minutes of the January 25, 2023 regular meeting. Ms. Reilly seconded the motion, and it was approved as follows:

AYES: Ms. Cusick, Ms. Motwani, Ms. Reilly, Ms. Saltzman, and Ms. Serapiglia.

NAYS: None

ABSTENTIONS: Mr. Collum, Ms. Habayeb, Mr. Parmelee, and Ms. Ramakrishnan.

FINANCIAL REPORT

The Financial Report for January 2023 and February 2023 were reviewed by the Board.

Mr. McGinley recapped the two months of financial reports. There was a large payment to Overdrive, to create a credit on the account, as paying by invoice created small bills in minor amounts, like \$2.00. This credit will allow the library to pay in advance. Mr. McGinley stated that the library is usually at 83% of the budget by this time of year. Being at 88% means the library is on track with spending.

APPROVAL OF BILLS AND CLAIMS

Ms. Ramakrishnan moved to approve the Bills and Claims totaling \$63,154.40 for February 2023 and \$27,707.16 for March 2023. Ms. Cusick seconded the motion, and it was unanimously approved.

FRIENDS OF THE LIBRARY

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

- The Friend's had a successful puzzle sale. The public response was that people were happy to donate puzzles. The Friends are looking into donating the remaining puzzles, having already been in touch with the Senior Center.
- Spring Book Sale has been adjusted by one day. It will be Wednesday through Sunday instead of the usual Tuesday through Saturday, as the Board of Education elections are that Tuesday.
- The Friends have been interested in the Summit library Friend's jewelry sale, as it gives Summit library the same kind of money the Westfield Friends make in a book sale. The Westfield library Friends are willing to try this and are putting together plans for donation collections beginning in May, with sales potentially starting in November.

Ms. Davidson also mentioned the Friends donated to the Westfield library. Mr. McGinley helped Ms. Davidson note that the \$14,000 donation, mentioned in the February Director's Report, supported the Native Seed library, Outdoor Hold Pick-Up Lockers, and a matching grant to the NEA Big Read program.

FOUNDATION

There was no reporting about the Foundation at this meeting.

DIRECTOR'S REPORT

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

Circulation numbers were up almost 10% from the previous month. All the statistics were up, and he has included reference questions now. Mr. McGinley also mentioned that there is so much demand for programing. The meeting room is rarely available Saturdays and Sundays as well. The Girl Scouts signed up for a room in the library to host a Bronze Award program. They used the entire first floor and had a well-received program with multiple activities on bees. Social media numbers are way up. The library stopped using NJ.com for ads, and shifted that budget to social media ads instead, trying to target Westfield residents more effectively with these paid ads.

The planned replacement of lighting, with the outdoors now being LED lights, and the two boilers happened quickly. The chiller A/C remains, as there is some customization needing about 2 months. Mr. McGinley hopes that replacement will happen before summer. The library went almost 4 days without heat, and the building held what remained well, so the library did not have to close during the replacement of the heat portion. The new machines respond to outdoor temperatures. When it is cold, the system will be on. It will turn off when it gets warmer outside.

Mr. McGinley updated the board on the LMXAC data migration work. The head of Technical Services, Kiana Kirby, was hired for the beginning of the year and has not missed a beat. She has been working with other department heads to downsize the data in our system. An initial data load had begun testing. The final migration is planned for mid-May. There is a lot of behind-the-scenes work going on to prepare for our system changing over to LMXAC one.

Ms. Cusick had a few questions for Mr. McGinley about his director's report. Who has priority to items in the library? Westfield residents have priority on Westfield items. If no one is waiting for it, the item will go to other libraries. The next question was about fines on books in this LMXAC system. Mr. McGinley said it is based on the library the item is picked up from. If you shipped an item to Westfield, Westfield library is fine free and would not charge for being late. If you went to another library in LMXAC system to pick up the same item, and that library still charges fines, a late item would be subject to that library's fine policy. The library you check an item out at is the policy you have to follow. There is no LMXAC rule on this, it is still library per library basis fines wise.

The final question Ms. Cusick asked of Mr. McGinley was about the partnership with Odessey Impact. A recent program's guest speaker, retired judge Pratt, has Odessey Impact as a side project. Ms. Reilly mentioned that two teachers she knew attended the judge's program, and she will mention this Courageous Conversations film series planned. Mr. McGinley further detailed the Odessey Impact's Courageous Conversations program is 30-minute films to be screened and discussed. Whenever available, the director of the films will be part of the discussions as well. The first film being shown, Second Shot on April 8th, is content that ties into the packed April programming. Plans for more of this series sometime in June and September are in discussions. Mr. McGinley brought up how full the program schedule is, and highlighted a dino program that was made into two sessions to try to accommodate space needed. He will look into continuing this practice with more programs.

COMMITTEE REPORTS

Ms. Ramakrishan asked for committee reports. There were none, as there are various attempts to schedule the committee meetings. The Building and Grounds committee is trying to meet with the Town's Green Team as well.

OLD BUSINESS

Ms. Ramakrishan asked if there was any old business.

2023 Salary Guide

Mr. McGinley stated that this guide is used for when the library hires people throughout the year. This would have been handled in the Annual meeting, except the guide was incorrect at that meeting. The corrected salary guide was reviewed. Ms. Reilly motioned to accept the 2023 Salary Guide. Ms. Motwani seconded, and it passed unanimously.

FY22 Annual Report

Mr. McGinley usually has the FY22 Annual Report completed by the February meeting, as it helps with the Town budget meetings. He asked if there were any questions. There were none.

NEW BUSINESS

Ms. Ramakrishan asked if there was any new business.

Resolution Regarding Student Liaisons to the Board

Mr. McGinley said that some libraries have student liaisons. Westfield public schools follow a newer law passed for the schools to have student liaisons as well. These two positions would be non-voting positions. Mr. McGinley hoped the students would bring a new prospective.

Ms. Motwani asked how the board would go about finding these student liaisons. Mr. McGinley mentioned the library recently started a Teen Advisory board, and the library can start there. There would also be a process of posting and letting students who live in Westfield apply.

Ms. Saltzman asked about the required attendance, as 4 consecutive absences with board members is considered a vacant seat. Mr. McGinley said he would have a stricter attendance for the two students, as it is a one-year term position. The two positions would allow the students to support each other in the meetings, but also have at least one representative if there is an absence for a meeting. The reason it was brought to this meeting was to have time to work out details and find applicants ahead of the start of the following school year, or the September start date for these positions. Mr. McGinley also suggested this student liaison position to be a resolution, as it is not by-laws changes.

Ms. Saltzman motioned to pass the Resolution Regarding Student Representation to the Library's Board of Trustees. Ms. Ramakrishnan seconded, and the roll call vote went as follows.

AYES: Ms. Cusick, Ms. Motwani, Ms. Ramakrishnan, Ms. Reilly, Ms. Saltzman, and Ms. Serapiglia.

NAYS: None

ABSTENTIONS: Mr. Collum, Ms. Habayeb, and Mr. Parmelee.

PUBLIC PARTICIPATION

There was none.

ADJOURNMENT

Ms. Ramakrishan 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. Ramakrishnan made a motion to adjourn to Executive Session at 8:15 P.M. Ms. Motwani seconded the motion, and it was unanimously approved.

Respectfully submitted:

Nicole Peist

RECONVENE IN PUBLIC SESSION

The Public Session reconvened at 8:36 P.M.

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

Ms. Saltzman made a motion to accept the appointment of the new part-time custodian Christopher Carmona. His start date was effective March 1. Ms. Ramakrishnan 2nd the motion, all were in favor.

A discussion was had regarding discussing any reconsideration request in public session.

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

The meeting adjourned at 8:49 P.M.

Submitted by Mallary Saltzman, Board of Trustee secretary