

WESTFIELD MEMORIAL LIBRARY

550 East Broad Street
Westfield, New Jersey 07090-2197

BOARD OF TRUSTEES

Regular Meeting

June 28, 2023

Ms. Ramakrishnan, Vice President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:38 P.M.

Ms. Ramakrishnan 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, Mr. Katz, Ms. Ramakrishnan, Ms. Reilly, Ms. Saltzman, and Ms. Serapiglia. Others attending were Mr. McGinley, Ms. Peist and Ms. Colicchio.

Before Ms. Ramakrishnan called the meeting to order, Mr. McGinley discussed with the Board why the meeting was held in the Local History room. He wanted to show the members the space, where this room was in the library, and to make them aware of its purpose before any possible room change plans are drawn up in the future.

After the meeting announcement, Mr. Katz read his Oath of Office and was sworn onto the board.

APPROVAL OF MINUTES

Ms. Reilly moved the approval of the minutes of the May 24, 2023 regular meeting. Mr. Collum seconded the motion, and it was approved as follows:

AYES: Mr. Collum, Ms. Ramakrishnan, Ms. Reilly, Ms. Saltzman.

NAYS: None

ABSTENTIONS: Ms. Cusick, Ms. Habayeb, Mr. Katz, Ms. Motwani, Ms. Serapiglia.

FINANCIAL REPORT

The Financial Report for May 2023 was reviewed by the Board. Mr. McGinley stated that the library was in good shape for this time of year.

APPROVAL OF BILLS AND CLAIMS

Mr. Collum moved to approve the Bills and Claims totaling \$60,191.03 for June 2023. Ms. Serapiglia seconded the motion, and it was unanimously approved.

FRIENDS OF THE LIBRARY

Ms. Colicchio, co-President of the Friends, updated the Board on the following:

- The Friends wrapped up their year. Ms. Cindy Colicchio is replacing Mary Ellen O'Boyle as Friends co-President.
- The Little Library replacement project is ready. They are waiting for the pick-up and installation.
- November Jewelry Sale- the Friends are beginning to sort through the donations received so far. Summit Library will assist the Friends with their sale preparations. Alder's Jewelers in Westfield is also willing to help the Friends, with any pieces the Friends may need an expert's advice.
- The puzzle sale made \$2,900. It was easy for the Friends to put together, and they are being asked repeatedly when the next puzzle sale would be. There are four people running the book sale, who are a great help.

FOUNDATION

There were no Foundation members present, and no reports about the Foundation.

DIRECTOR'S REPORT

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

- The Director's Report format changed. The first page will highlight the statistics. Both for the library and for LMXAC. Outreach is up 2,000% due to the full-time position created by the Board. People utilize what they see. Children's Story Time this morning had about 70 people attending.
- An Eagle Scout Service Project by Westfield High School Student, Michael Logozzo, has been installed. With supervision from the Town of Westfield Green Team, Michael planted native plants near the flagpole in the library's parking lot. A rain barrel was also installed on the back corner of the library to increase the sustainability of landscape watering. It is connected to the gutter, and once the barrel is full, it stops siphoning rain. The barrel has a spout to pour water.

At this point, the Board commented on other elements of the Director's Report.

Mr. Katz brought up the Pride Chalk the Walk, glad to see the library participated. Mr. McGinley talked about this event, how the children drew on the entrance sidewalk, and that it was a partnership with the LGBTQIA subcommittee of the Westfield High School No Place for Hate club.

Mr. Collum wondered if Mr. McGinley got any pushback from the library flying the Pride flag and having a book display of Pride books. Mr. McGinley said that there was nothing substantive.

The Board asked about the NJLA panel Mr. McGinley and Ms. Saltzman were on. A discussion ensued. People were responsive and asked questions after the panel. Ms. Saltzman made a request to Mr. McGinley on how the Board can be more supportive of the librarians who feel attacked, based on their experience at that panel.

Ms. Reilly inquired about the LMXAC Rebranding Committee. Mr. McGinley is on this committee, and LMXAC currently stands for Libraries of Middlesex Automation Consortium. With the influx of Union County libraries, that name will need to be worked on to be more inclusive.

Ms. Saltzman followed up with a question. Has the staff noticed an increase in workflow from going live in the consortium? Mr. McGinley answered that in the long term there will be more efficiency, but right now they are figuring out the workflow. Especially Circulation, who saw the most increase in work to provide service to a larger community.

COMMITTEE REPORTS

Ms. Ramakrishnan asked for committee reports.

Ms. Serapiglia brought up Buildings and Grounds, and Mr. McGinley assisted in this reporting. They met the day before and discussed the energy assessment. The Green Team helped fund an energy assessment, which has some helpful items, and some not so helpful items. The committee will take some of that report, state grant information, and build a long-term energy plan for the library. The draft will have a yearly energy goals plan, including saving/financial planning and watching for related grants. The goal is to be prepared, and not be at the whim of the market at time of emergency.

Mr. McGinley also mentioned the replacement of the water fountains.

OLD BUSINESS

Ms. Ramakrishnan asked if there was any old business. There was none.

NEW BUSINESS

Ms. Ramakrishnan asked if there was any new business.

Outdoor Patio Awning

The patio space does have good tree coverage. It is not good for a solar canopy, but the area does need some extra coverage. Mr. McGinley included three estimates for a retractable awning of about 15 feet. The original budget for the patio was \$37,500, and there is a remaining \$6,500. There are also surplus funds from the FY22 operation budget as well as unbudgeted funds remaining in the capital reserve

account. Mr. McGinley asked the board for an additional \$6,000 to fund the estimated project. The best estimate is \$11,800 by Majestic Awning and Sign.

Mr. Collum moved the approval to funding of \$6,000 for the Outdoor Patio Awning project. Ms. Saltzman seconded the motion. It was unanimously approved.

Mr. Collum moved the approval of the Resolution to Award Contract for Installation of Patio Awning. Ms. Ramakrishnan seconded the motion, and it was approved as follows:

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

NAYS: None

ABSTENTIONS: Ms. Cusick, Ms. Habayeb, Ms. Motwani.

A discussion ensued about a patio doorway or an emergency exit. The board also appreciated the new board packet format.

PUBLIC PARTICIPATION

There was none.

ADJOURNMENT

Ms. Ramakrishnan 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. Reilly seconded the motion, and it was unanimously approved.

Respectfully submitted:

Nicole Peist

RECONVENE IN PUBLIC SESSION

The Public Session reconvened at 8:19 P.M.

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

Ms. Reilly made a motion to approve the personnel appointments discussed in the executive committee, Mr. Collum seconded the motion.

The new appointments are:

Maureen Regan to the part-time position of Page, effective of July 1, 2023

Appointment of two people to the position of part-time temporary Summer Interns, effective June 27, 2023. They are

- Catherine Puckett
- Triselle Juatco

Mr. Katz complimented Mr. McGinley on his outreach work with the Tour de Westfield.

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

The meeting adjourned at 8:34 P.M.

Submitted by Mallary Saltzman, Board of Trustee secretary