

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

BOARD OF TRUSTEES

Regular Meeting

August 23, 2023

Ms. Habayeb, President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:34 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, and Ms. Reilly. Others attending were Mr. McGinley, Ms. Peist and Ms. Davidson.

APPROVAL OF MINUTES

Ms. Reilly moved the approval of the minutes of the June 28, 2023 regular meeting. Mr. Collum seconded the motion, and it was approved as follows:

AYES: Mr. Collum, Mr. Katz, and Ms. Reilly.

NAYS: None

ABSTENTIONS: Ms. Cusick, Ms. Habayeb, Ms. Motwani, Ms. Ramakrishnan, Ms. Saltzman, and Ms. Serapiglia.

FINANCIAL REPORT

The Financial Report for June and July 2023 was reviewed by the Board. Mr. McGinley stated there was nothing unusual about June, and that July was in good shape. It is halfway through the year and the spending reflects this. The only concerns to note are the following. The cleaning budget is higher because of the eliminating of a custodian position and the hiring of a cleaning service in its place. So, the salary budget will be underspent, and the cleaning budget will be overspent. Also, the computer software budget is a little over. There is a program called Ninja that allows computer repairs via remote access, which was needed. The library is pretty much done with software and will subsidize with computer hardware.

APPROVAL OF BILLS AND CLAIMS

Mr. Collum moved to approve the Bills and Claims totaling \$58,412.68 for July 2023. Ms. Reilly seconded the motion, and it was unanimously approved. Mr. Collum moved to approve the Bills and Claims totaling \$50,647.76 for August 2023. Mr. Katz seconded the motion, and it was unanimously approved.

FRIENDS OF THE LIBRARY

Ms. Davidson, co-President of the Friends, presented the Board with a printed copy of the Friend's Newsletter. This was emailed out and highlighted the Friend's year, both in pictures and numbers. Ms. Davidson also mentioned the upcoming programs. The Hale Speaker Series starts in September. October will be the Children and Teen Book Sale. The Jewelry Sale is in November.

FOUNDATION

No Foundation reports.

DIRECTOR'S REPORT

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

- An active and busy summer. Statistics continue to be up. Door count or walk in figures were over 100% from last June/July. 516% up from last June/July in social media reach. Summer reading was busier than previous years as well.
- The biggest news over the summer was replacing the AC. It was challenging, and not something that could be delayed. The library had some full days, a few half days and some closures during this time. After installation, there were noise complaints from the neighbors. Blankets for the compressors reduced the noise. Mr. McGinley suggested that next year we might consider replacing the decking, fencing, and greenery in that area.
- Mr. McGinley pointed out it is the summer of Buildings and Grounds. Replacing the AC, repainting a wall, plumbing repairs, and replacing water fountains. The remaining water fountain by the elevator is still being worked out, as plumbing needs moving, and the elevator is in that wall as well. The awning approved at the last meeting was installed and is waiting on electrical servicing.

- The County made information about the grant for joining a consortium available. The library is waiting to see if we were accepted. Mr. Collum asked a follow-up question about the township checking system regarding library funds that Mr. McGinley will look into.
- Friends of Brightwood Park have a photography display in the library and will host an event September 9th after the library closes.
- There were issues with the internet provided by Comcast after a storm. The library switched to Verizon for all internet usage during the outage.
- Mr. McGinley highlighted the programs that were held in partnership with the Downtown Westfield Corporation. Yosi & The Superdads had over 100 in attendance, was family friendly, and Mr. McGinley would love to do this program again.
- Mr. McGinley had meetings for new ways to work with the community. In particular, he met with the Westfield Girl Scouts Manager. They discussed meeting room space, as Girls Scouts are discouraged from meeting in people's homes.

COMMITTEE REPORTS

Ms. Habayeb asked for committee reports.

Acquisitions and Services Committee

There was a verbal commitment intending to donate \$200,000 for a book mobile. Since the library does not have any book mobile, this donation could be helpful. The committee met to discuss what options are available to the library. The committee strongly wants an Electric Vehicle, but the scope and library usage matter. EV options would require less weight on board. Converting a gas vehicle to electric might cause issues with any dealership servicing. A hybrid would run on gas and use battery when idle.

Mr. McGinley said that a book mobile with power ports and Wi-Fi would be good for areas of town with blackouts after weather events. A discussion ensued.

Mr. Collum inquired about budgeting for a book mobile, including gas and maintenance. Mr. McGinley mentioned that Ms. Giuditta and himself will be attending a book mobile conference in Hershey, PA. They are leaning towards a native EV with some adjustments. If the design was similar to an ice cream truck, there would be a window for checking out books hauled on the truck, and less people on board. Plus, driving around would be advertising for the library.

Mr. Katz suggested it would make sense for the bookmobile to have an awning. Mr. McGinley is getting information about that possibility, as well as solar panel options. Ms. Cusick followed up by asking if the truck would be an order pick up or by appointment option? Mr. McGinley said it could be possible. He would have to investigate staffing and the needs of the community. Maybe apartment complex visiting. There is also a possibility of having lockers around town for pick-ups that the book mobile would visit. Mr. McGinley said it would be one and a half years after we commit until we received the book mobile.

Personnel Committee

The Personnel Committee looked into updating the Personnel Policy, and Town Hall is looking into theirs as well. Evaluations and updating the form to include strategic plans in the evaluations is also being discussed. Evaluations start in September, so any evaluation changes would be for September 2024.

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.

Local History Room Project

Mr. McGinley started by explaining the format of the proposal. The library has a lot of repairs in the coming years, so he presented it in the form of a report identifying the problems and a proposed solution that can be used going forward.

The damage to the Local History room from previous HVAC issues, along with furniture that no longer meets needs, prompted the library to work on scaling the Local History collection down. Mr. McGinley sees this as an opportunity to get started with the library renovations and make the Local History room a meeting space as well. The proposal included replacing the furniture with shelving around the perimeter, tables in the middle, plus replacing the damaged floor and ceiling tiles. We could add some AV features geared towards small meeting spaces.

The board discussed this proposal. Mr. Katz liked the display screen option for meetings. Inquiries about a dedicated laptop and owl camera for guest speakers in the budget followed. The board approved of the renovations beginning with the Local History room instead of the entryway, as the entryway is a superficial change compared to the possibilities of the Local History room's uses. Ms. Reilly asked if these plans would be in line with the rest of the design plan shown to the board a while back. Mr. McGinley said that right now this proposal is to set aside funding for this project, and that there would be another meeting with Soyka Smith for color choices and designs. Mr. McGinley also suggested that the layout of the original plans may change with the Local History room as a meeting room, potentially adding the meeting spaces closer to the Local History room.

Mr. McGinley listed the various financials under budget from the HVAC work budgets, as well as an unbudgeted yearly check. He asked that the Capital Reserve funding budget \$90,000 for the Local History room project. The deposit for this project would likely come from this year's finances, and the remaining would be part of next year's financial budget. If the board approved, Mr. McGinley would get more detailed quotes from Soyka Smith. Mr. Collum asked Mr. McGinley if he knew of any mold issues related to the HVAC damages, suggesting that 90 might not be enough if there were unforeseen issues.

Mr. Collum motioned to budget \$100,000 to refurbish the Local History room. Ms. Habayeb seconded the motion, and it was unanimously approved.

Revisions to Meeting Room Policy

Mr. McGinley submitted changes to the current Meeting Room Policy for the board's feedback. He was not looking for a vote at this meeting. There is more demand for more programs, not enough tech for adults or upper elementary children. Mr. McGinley referenced the need from scouting groups as well, citing that bringing the children in can connect them to material, like when the scouts held the program about bees and honey. Currently the policy has fees related to the space, that are usually waived for

non-profits. The state library is not permitted to charge for meeting space. The ALA discourages charges because this makes meeting spaces not accessible to all. Mr. McGinley would like to remove the fees and narrow the scope of usage to be more in line with community purposes.

A discussion ensued regarding what the scope would actually be, how to handle the tech aspect of current policy usages and how that would affect the Local History meeting room's future tech. Ms. Habayeb asked for clarification on local usage and if there was a certain percentage of a group that had to be local. Ms. Reilly followed up by asking about the usage over the last year and if there is a contract. Mr. McGinley said that the Local History room would have similar policies and that he wanted to invest in relationships, not single use meetings with fees. He suggested that older scout troops would do better in the Local History space, as the groups are smaller, while groups like brownie troops would be in the main meeting room, especially if there are food aspects to those meetings. Ultimately, Mr. McGinley reminded all that this was a discussion, and he was not asking for a vote that night, allowing for more time to consider these proposed changes.

PUBLIC PARTICIPATION

There was none.

ADJOURNMENT

Ms. Habayeb made a motion to adjourn the meeting at 8:55 P.M. Mr. Collum seconded the motion, and it was unanimously approved.

Respectfully submitted:

Nicole Peist