

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

BOARD OF TRUSTEES

Regular Meeting

November 15, 2023

Ms. Ramakrishnan, Vice President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:32 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, Ms. Cusick, Ms. Ramakrishnan, Ms. Reilly, and Ms. Saltzman. Others attending were Mr. McGinley, Ms. Peist and Ms. Davidson.

APPROVAL OF MINUTES

Mr. Collum moved the approval of the minutes of the October 25, 2023 regular meeting. Ms. Cusick seconded the motion, and it was approved as follows:

AYES: Mr. Collum, Ms. Cusick, and Ms. Ramakrishnan.

NAYS: None

ABSTENTIONS: Ms. Habayeb, Mr. Katz, Ms. Motwani, Ms. Reilly, Ms. Saltzman, and Ms. Serapiglia.

FINANCIAL REPORT

The Financial Report for October 2023 was reviewed by the Board. Mr. McGinley stated that we were on pace for the yearly spending.

APPROVAL OF BILLS AND CLAIMS

Mr. Collum moved to approve the Bills and Claims totaling \$39,402.20 for November 2023. Ms. Ramakrishnan seconded the motion, and it was unanimously approved.

Mr. McGinley pointed out the \$4,310.19 amount of State Aid funding in the bills and claims went to buying E-Books to reduce hold lists.

FRIENDS OF THE LIBRARY

Ms. Davidson, co-President of the Friends, stated:

- Mr. McGinley presented Lucky Day to the Friends. They have approved his plan. They would like Mr. McGinley to come back to their meeting for publicity and start dates.
- The jewelry sale is this weekend. The Friends received over 3,000 pieces.
- The puzzle sale is the gift that keeps on giving. The friends continue to receive donations, and it makes about \$200 a month.

A discussion ensued about the Lucky Day program. Mr. McGinley would like to launch by the end of December. Lucky Day is about making popular books available in person only. "Come in and find it on the shelf" titles that are non-reserve copies. Mr. McGinley plans for \$9,000 for the first year. All LMXAC patrons can come get the books, but it must be in person pick-ups. After a certain amount of time, the extra titles would go to replace older copies, or towards the Friends book sale.

The Friends also asked Mr. McGinley if he was planning on upgrading the meeting room any further. He will get back to them.

FOUNDATION

Ms. Habayeb and Ms. Motwani continue to work on getting a board for the Foundation. Ms. Cusick provided a contact, Kathryn VanArendonk, that is willing to be on the board. Mr. Collum has volunteered for the Foundation in addition to his board responsibilities.

DIRECTOR'S REPORT

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

- It is a light report since the last meeting was only 3 weeks ago.
- There were spikes in usage. Program attendance is way up, even with a week of book sale that prevented programs in the meeting room. A lot of usage, with a lot of programs per day.
- In partnership with the Downtown Westfield Corporation, the library hosted a lunch and learn workshop. It featured a demonstration of Data Axle's Reference Solutions database, which Westfield businesses can use to create business and marketing plans, develop lists of potential clients, and identify residents that have recently moved to town. This is a database that is paid for by the state and is available through the library. Last year, no businesses attended. This year, 15 businesses attended.

Follow up questions were about statistics numbers. One was about the Reference Questions numbers, which Mr. McGinley stated were low last year, but are in the range for the year. The Program increase

was the second question. Mr. McGinley was asked if he knew if the increase came from Children's or Adult programming. Children's has more programming now, and more energy since they couldn't zoom as easily during the pandemic as Adult programs could. Mr. McGinley said probably 2/3 of the increase is Children's programs.

COMMITTEE REPORTS

Ms. Ramakrishnan asked for committee reports.

Mr. McGinley spoke for the long-range planning committee. They are quickly working on the Annual Appeal. Current plans include mailing a full color bifold plan to all 10,000 Westfield residents. There would also be a landing page with PayPal for donations, and a QR code on the mailer that links to the website.

OLD BUSINESS

Ms. Ramakrishnan asked if there was any old business.

Mr. McGinley briefly recapped the Library Holidays and Closings 2024 schedule. It was drafted for the October meeting and planned to be voted on in the November meeting. Mr. Collum motioned to approve the Library Holidays and Closings 2024. Ms. Ramakrishnan seconded the motion, and it was unanimously approved.

NEW BUSINESS

Ms. Ramakrishnan asked if there was any new business.

Mr. McGinley stated that at the last board meeting, the 2024 budget was approved, and included an increased wage section. The 2024 Salaries and Wages is the actual employee increases to approve.

Mr. Collum moved the approval of the 2024 Salaries and Wages. Ms. Reilly seconded the motion, and the roll call vote was approved as follows:

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

NAYS: None

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

PUBLIC PARTICIPATION

There was none.

ADJOURNMENT

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

The meeting adjourned at 7:56 P.M.

Respectfully Submitted:

Nicole Peist