

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

**BOARD OF TRUSTEES**

**Regular Meeting**

**December 20, 2023**

Ms. Habayeb, President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:33 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, Ms. VanArendonk, and Ms. Davidson.

**APPROVAL OF MINUTES**

Ms. Saltzman moved the approval of the minutes of the November 15, 2023 regular meeting. Ms. Cusick seconded the motion, and it 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.

## **FINANCIAL REPORT**

The Financial Report for November 2023 was reviewed by the Board. Mr. McGinley explained that there was one financial report and two sets of bills and claims to close the year. The library was in good shape with a modest surplus.

## **APPROVAL OF BILLS AND CLAIMS**

Mr. Collum moved to approve the Bills and Claims totaling \$78,764.73 for December 2023 #1, as well as \$17,648.99 that was brought to the meeting to end the year as December #2. Ms. Saltzman seconded the motion, and it was unanimously approved.

## **FRIENDS OF THE LIBRARY**

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

- The Friends hosted a very successful jewelry sale. Over \$11,00 for over 3,000 pieces, with a special section for pricier items. Patrons are asking circulation when the next sale will be.
- A puzzle sale will be at the end of February. Donation days of February 24 and 25. The continuing puzzle sale at the circulation desk is doing well. The friends make \$150-200 per month. They made \$3-4,000 during the puzzle sale days.
- The Friends are working on new museum passes. There are 22 different museum passes at the moment. A discussion about museum passes ensued.

## **FOUNDATION**

Ms. VanArendonk, President of the Foundation, started by introducing herself to the board. The Foundation is working on board membership, learning what the Library Foundation can be for the library, and how to work with the Friends. There was a discussion about working with a consulting company early on, and how many board members to start, with the option of adding more over time.

Currently, the board members include John Davies, who was the previous president, and Mr. Collum as the library representative on the board.

## **DIRECTOR'S REPORT**

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

- The statistics were good number wise. At the last meeting, there was a question about reference question numbers for the last quarter of last year, and it looks low, like the statistics were not logged properly.
- The financial graph included in the report showed total available funds per town. The numbers were divided by population. Westfield seems higher, but by capita is above average and ranked 8<sup>th</sup>. Summit got the most funding. A discussion ensued, if the funding for the Scotch Plains library's new building applied in these statistics. Town funds, grant funds and such sources were included in the totals. 1/3 of a million works for Westfield, but it doesn't work for other libraries.
- It's been 5 years since the library had a hydro static test from the fire department. The library failed this test, with an underground leak that needed repairs. We pay for this, and even the fire chief said the quotes were too high.

- The Town moved \$1.3 million in Capital Reserve funds from Ocean First bank to a NJ Cash Management fund. The interest rates are higher and should not change the way the library operates.
- The Annual Appeal launched. The online campaign started a few weeks ago, and the mail version should be in mailboxes any day now.
- The Facebook issue- Mr. McGinley's personal Facebook account was attacked, and all the admins were removed from the website version. \$5,000 was posted in bogus ads. The amount is in claims, because the ads were linked to the library bank accounts. Mr. McGinley thinks the hack happened to him when he was in Costa Rica. There were other hacking and fishing attempts, as another staff member's account was hacked as well. The library will begin implementing multi factor authentication.
- The town reported the Joint Insurance Fund will be adding coverage for cyber-attacks in 2024.
- There was another issue with Sirsi. Sirsi planned a new app, but it wasn't ready in time, and the old app lapsed, so there was a gap where there was no app that functioned. LMXAC voted to move to Polaris by the end of June. All the consortia will move to this system, so the issues will not be fixed before leaving the current system.
- Garwood and Union are joining LMXAC, bringing the total to 40.

A discussion about the Facebook attack ensued. Currently, the library does not have access to the site, but it is no longer running bogus ads. The bank account cannot be accessed from Facebook either. A few board members mentioned contacts to try to help resolve the issues with Facebook.

#### **COMMITTEE REPORTS**

Ms. Habayeb asked for committee reports. Ms. Saltzman updated the board on the status of Mr. McGinley's evaluation and that feedback would be in January.

#### **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. Mr. McGinley started by saying that going forward, items would be resolutions.

#### **Board of Trustees Meeting Schedule 2024**

Mr. McGinley reiterated the schedule follows the fourth Wednesday per month except for the end of the year, when November and December are the third Wednesday. There are no meetings in July. A discussion ensued about how the meeting dates fell with Jewish holidays and if there were conflicts that needed resolutions. The October date may be questionable, but it was suggested to consider meeting outside that night. There were no changes made to the meeting schedule.

Ms. Habayeb motioned to approve the Board of Trustees meeting schedule 2024. Mr. Collum seconded the motion. The roll call vote is as follows and passed unanimously.

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

NAYS: None

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

**Recommended Closure January 16, 2024**

Mr. McGinley asked the board to close on January 16<sup>th</sup>. The library is already closed January 15, 2024 for Martin Luther King Jr Day. Mr. McGinley has scheduled duct cleaning and front door repairs for January 15<sup>th</sup>, and the companies both requested closure for two days for the work to be completed. The duct company expressed concerns about the last time the ducts were fully cleaned. Mr. McGinley was working on quotes, getting it down from \$60,000 to \$15,000. At the same time, after months of complaints and trying to get quotes, Mr. McGinley was able to get a quote from McIntyre's. They did not have the staff at the time of the original quotes. They will do the job, but they asked for no use of the entrance doors.

Ms. Habayeb motioned to approve the resolution recommending closure of the Westfield Memorial Library on January 16, 2024. Mr. Collum seconded the motion. The roll call vote is as follows and passed unanimously.

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

NAYS: None

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

**Resolution Authorizing the Director to Open New Account for Annual Appeal Funds**

Mr. McGinley discussed the Annual Appeal, and the funds from this. There will be a separate section on the financial reporting for these funds. Bank of America needs a Board Resolution to open the account.

Ms. Habayeb motioned to approve the resolution authorizing the Director to open a new account for Annual Appeal funds. Ms. Reilly seconded the motion. The roll call vote is as follows and passed unanimously.

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

NAYS: None

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

**Resolution Recognizing the Contributions of Beth Pollack to Westfield Memorial Library**

Mr. McGinley stated long time reference librarian, Beth Pollack, passed away. She was sick for a long time but battled to stay in the library. It was still a shock. Ms. Pollack was a Union Representative for librarians, and a prior lawyer. The resolution recognized her years of service and will be presented to Mr. Pollack once signed. The Board of Trustees also donated \$200 to the Friends in Beth's name.

Ms. Habayeb motioned to approve the resolution recognizing the contributions of Beth Pollack to Westfield Memorial Library. Mr. Collum seconded the motion. The roll call vote is as follows and passed unanimously.

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

NAYS: None

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

**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 8:26 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 8:42 P.M.

Following Board Members were in attendance: Mr. Collum, Ms. Cusick, Ms. Habayeb, Ms. Reilly, and Ms. Saltzman. Staff members attending were: Mr. McGinley.

Ms. Saltzman motioned that board accept the follow personnel changes as presented by Mr. McGinley:

- 1. Promotion of Victoria Pawlicki to full-time Librarian, effective January 2, 2024.
- 2. Change in status of Mina Tawfik to part-time IT Specialist, effective January 8, 2024.
- 3. Promotion of Julia O’Halloran to full-time Library Assistant, effective January 2, 2024.

Mr. Collum seconded the motion, and all were in favor.

Ms. Habayeb moved the meeting adjourn. Mr. Collum seconded the motion and it was unanimously approved.

The meeting adjourned at 8:52 P.M.

Submitted by Mallary Saltzman, Board of Trustee secretary