

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

**BOARD OF TRUSTEES**

**Regular Meeting**

**February 28, 2024**

Ms. Habayeb, President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:30 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, Mr. Domogala, Ms. Habayeb, Ms. Ramakrishnan, Ms. Saltzman, and Ms. Serapiglia. Others attending were Mr. McGinley, Ms. Peist, Ms. VanArendonk, Ms. Davidson and Ms. Colicchio.

**APPROVAL OF MINUTES**

Ms. Habayeb moved the approval of the minutes of the January 24, 2024 regular meeting. Ms. Saltzman seconded the motion, and it was approved as follows:

AYES: Ms. Cusick, Mr. Domogala, Ms. Habayeb, Ms. Ramakrishnan, and Ms. Saltzman.

NAYS: None

ABSTENTIONS: Mr. Collum, Ms. Motwani, Ms. Reilly, and Ms. Serapiglia.

## **FINANCIAL REPORT**

The Financial Report for January 2024 was reviewed by the Board.

Mr. McGinley began by saying it is early in the year, so not much has been spent yet. The bills and claims are higher because two thirds of capital payments are from plans the library budgeted for a year or more ago that are being completed.

Ms. Saltzman asked about the library being fine free but having a fines accounting. The library is mostly fine free, with a few items still fined for lateness. A discussion ensued.

## **APPROVAL OF BILLS AND CLAIMS**

Mr. Collum moved to approve the Bills and Claims totaling \$130,578.26 for February 2024. Ms. Habayeb seconded the motion, and it was unanimously approved.

## **FRIENDS OF THE LIBRARY**

Ms. Davidson and Ms. Colicchio, co-President of the Friends, reported the following:

- The puzzle sale made as much that first day as it made the whole sale last time, and that there was one more day left.
- They are looking for volunteers for the spring sale, April 24-28, and suggest visiting the website.
- The Hale Series on March 13<sup>th</sup> will be with former FBI agent Jim Kossler.
- Two new Pennsylvania museum passes will be added. Musuem of the American Revolution also the Brandywine Conservancy and Museum of Art.
- Donations in memory of Beth Pollack have been collected, and the Friends seek suggestions for those donations.

## **FOUNDATION**

Ms. VanArendonk, President of the Foundation, updated the board on the following:

- They have two new members, treasurer Bartlett, and Emily Root. They now have five members.
- The foundation is updating its by-laws and hopes to approve them in the next meeting.
- Foundation branding, and a website are in the works. They take donations in the form of cash or check at the moment.
- Ms. VanArendonk attended the Friends meeting and has clearer terms for different language to work with the Friends, while also being a separate Foundation with different project goals too.

## **DIRECTOR'S REPORT**

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

- January was a fantastic busy month. The statistical numbers may be the best since Mr. McGinley has been here. All stats were up, including a bump in Wi-Fi usage from students with midterms.

- The digital circulation stats were broken down, and the eBooks were down a touch, while the biggest jump was the music platform Freegal.
- Various facilities projects were upgraded. The thermostats were upgraded to digital, and the temperature is more consistent. The elevator's starter was upgraded to a solid-state starter, and the library is monitoring the quirks, as this might be step one in elevator repairs.
- The youth services department received a \$500 grant from New Jersey STEM Pathways Network for New Jersey Makers Day which is March 16<sup>th</sup>.
- Mr. McGinley, Ms. Habayeb, and Mr. Collum presented the FY24 operating budget to the township on February 6<sup>th</sup>.
- Black History Month had an exhibit and busy programs. Six school visits from Washinton and Wilson 4<sup>th</sup> graders, as well as 80 people in person, 20 online for the African American spiritual event the night before.
- The library kicked off Visual Arts for Seniors. These workshops are every other Sunday until December, and are maxed registration, with 90% attendance.
- Expanding the *Courageous Conversations* series with a Banned Book Discussion Group, reading *Maus* by Art Spiegelman for March 11<sup>th</sup>.
- Launched Virtual Author talks. It took some time to get involved in this program, but there is no downside. Three talks per month- one fiction, two nonfiction. Adding a youth option to host in person events.
- In collaboration with the Downtown Westfield Corporation, a new series called *Learn Local* will have local businesses visit the library to share their experiences. Oksana Weber from American Dream Tattoo will be the first event of this series on March 9<sup>th</sup>. Live streaming is planned.
- LMXAC is working with a marketing firm to rebrand the organization from Libraries of Middlesex to represent all Middlesex, Monmouth, and Union libraries in the consortium.
- The Executive Board of the New Jersey Library Association passed a statement to support S2421, the New Jersey Freedom to Read Bill.

Ms. Saltzman asked about inviting the town council to Makers Day. Ms. Reilly appreciated the library being a host to the Black History Month exhibit that the 4<sup>th</sup> graders could visit, as the library is a great option for being another school and is open later than schools. Ms. Reilly also coordinated a meeting with the school's science liaison. There is new curriculum for makers spaces.

A discussion ensued about the Virtual Author talks, with the possibility of hosting them downtown. We have access to the whole catalog, and it is hosted by the Library Speakers Consortium. It is all virtual, so there is no downside. The company chooses the schedule, and we choose to show it, with eventual plans to do in-person events as well. A discussion also ensued around the live streaming of the *Learn Local* events, as it is a renewed effort to live stream, and Mr. McGinley said it is a challenge. He is looking for contacts or a person with an interest in production to do the streams better, likely from the school AV club.

## COMMITTEE REPORTS

Ms. Habayeb asked for committee reports.

Personnel- The committee has completed a summary of evaluations. Mr. McGinley submitted his goals for the library, and the committee can discuss those goals at their next meeting.

Long Term Planning- The budget is committed at the town level, with a potential surplus assistance. If the town can support the library on proposed plans, the library may be able to do more at once instead of piecemeal portioning these projects over years.

#### **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 added a draft of the Art Gallery Policy late to the packet and will ask for a vote on it in the March meeting. There was no board level policy about the library art wall previously. He highlighted that the changes to current procedures include a setting structure. In the past, there were no receptions, and no sales. This policy draft includes receptions after hours, and a 5% commission to the library for sales. Mr. McGinley has been hosting some receptions and is always looking for ways to get more and varied people into the library.

#### **PUBLIC PARTICIPATION**

There was none.

#### **ADJOURNMENT**

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

The meeting adjourned at 8:10 P.M.

Respectfully submitted:

Nicole Peist