

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

BOARD OF TRUSTEES

Regular Meeting

April 24, 2024

Ms. Habayeb, President of the Board, called the regular meeting of the Westfield Memorial Library Board of Trustees to order at 7:31 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, and Ms. Serapiglia. Others attending were Mr. McGinley, Ms. Peist, Ms. VanArendonk.

APPROVAL OF MINUTES

Ms. Habayeb moved the approval of the minutes of the March 27, 2024 regular meeting. Mr. Collum seconded the motion, and it was approved as follows:

AYES: Mr. Collum, Ms. Habayeb, Ms. Ramakrishnan, Ms. Reilly, and Ms. Serapiglia.

NAYS: None

ABSTENTIONS: Ms. Cusick, Mr. Domogala, Ms. Motwani, and Ms. Saltzman.

FINANCIAL REPORT

The Financial Report for March 2024 was reviewed by the Board. Mr. McGinley stated that we are in good shape, with 19% of the budget used in the first quarter.

APPROVAL OF BILLS AND CLAIMS

Mr. McGinley mentioned that some of the bills are for removing the landscaping around the AC unit for the decking project, and the Lucky Day books, which is going so well the books are never on the shelf.

Mr. Collum moved to approve the Bills and Claims totaling \$63,649.39 for April 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, were both unavailable due to the Spring Booksale beginning that day.

FOUNDATION

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

- The Foundation had a good meeting. The final package was approved, the website and branding can start soon, with getting up and running again.
- There will be 5 prints to auction, possibly June 13th, with a discussion about in library fundraising.
- Emily Root, on the Foundation board, is planning on building a contact list of people who donated to the annual appeal and library mailing lists.
- The Foundation has a long-term goal of possibly doing something to kick off the annual appeal.

The discussion that followed included noting that there were 150-200 annual appeal people, making a 300-person guest list and potentially inviting former trustees and town council members as well. A suggestion was made to include the artist community as well, since the prints will be part of an auction.

DIRECTOR'S REPORT

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

- March was a busy month, and Adult programs were highlighted because the numbers are really going up. March was best last year, and we are way over those numbers this year. Livestream views and virtual author talks are popular.
- The Green Team and the Boy Scouts worked on the area from the patio to the street, with plans to mulch and plant native seeds in September. Neighbors had an interest in this as well.
- The Artist in Residence program started planning and is exciting. Mr. McGinley feels strongly about the residency part, making art in the library to connect the artist and the library.

Mr. Collum asked Mr. McGinley about Wi-Fi usage. The first tracking was average daily usage. The software now can show Mr. McGinley how many sessions there are and can track usage that way now. There are Wi-Fi issues lately. The library has one internet for wired connections and another for Wi-Fi, with access points. Some points have been overloaded, so Mr. McGinley is getting quotes for upgrades.

COMMITTEE REPORTS

Ms. Habayeb asked for committee reports. There were none.

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.

Public Library Association Conference

Mr. McGinley and Ms. Adams attended PLA. American Library Association is so big, and state conferences are good. PLA was held in Ohio and was the perfect size. Mr. McGinley included a report on trends and future ideas. The vendors are fantastic, and Mr. McGinley is always learning new things at these shows. Mr. McGinley attended Data Informed Decision Making and trained on Tabloo. The more automated the library is, the better, as there is more information. Mr. McGinley put together daily basis stats that included the door counter, Wi-Fi usage, and circulation numbers for a sense of how busy the library was. Mr. McGinley is looking into a 3-D door counting device for better statistics. There was also an Anti-Racism working group in Canada Mr. McGinley drew attention to, as they focused on the male working group.

Outdoor Fencing and Decking

The back fencing is rotting. This project is in the Reserve budget. Mr. McGinley included quotes from contractors and recommends Smart Solutions. This plan will add a second gate, which will make it easier to access the hose to clean the patio.

Ms. Habayeb asked how long this would take. Mr. McGinley said it would be as quick as possible, spring is a good time. Mr. Collum asked about warranties. Mr. McGinley will find out exactly what is covered.

Ms. Habayeb moved the approval of Resolution to Award Contract for Replacement of Outdoor Fencing and Decking project to Smart Solutions Services in an amount not to exceed \$17,000. Mr. Collum seconded the motion, and it was approved as follows:

AYES: Mr. Collum, Ms. Cusick, Ms. Habayeb, Ms. Motwani, Ms. Ramakrishnan, Ms. Reilly, and Ms. Serapiglia.

NAYS: None

ABSTENTIONS: Mr. Domogala, and Ms. Saltzman.

Second Floor Study Rooms

Mr. McGinley started by saying there was one little piece to this that is still being discussed. An engineer is looking at building all the way up to the ceiling with glass walls. Included in this are comfort concerns. If it is not viable to build all the way to the ceiling, the costs will be less than estimated. Mr. McGinley stated that all the vendors were on state contract, so there was no need to bid for the job. These vendors are the same ones that remodeled the Local History Room.

The board members had many questions that resulted in discussions. Ms. Habayeb wanted to know how long it would take, and the impact on the second floor. Mr. McGinley said it would be as much as possible during the summer, to avoid school activities' impact, though he was more concerned with the library being prepared for this, as the speed of the Local History Room gave an idea of the pace of these vendors. The Fiction side will be a bit more challenging. The Non-Fiction section has some junk corners, but the library is happy with the Fiction collection size and will need to move it.

There would be smaller rooms, and larger study rooms with 5-6 max chairs. There would be a reservation process each day, for one hour at a time. The program used for the meeting room calendar has the compacity to handle this reservation process too. A question about the soundproofing was asked, and Mr. McGinley said it would be as soundproof as possible, but there might be some behavior guidelines. There aren't a whole lot of issues on the second floor, and Mr. McGinley is hoping this won't change. Other furniture around the second floor would be two person tables down the line for tutors. Mr. McGinley is aiming to have every piece of furniture with an outlet in it. Ms. Serapiglia asked if any of it was modular. A discussion ensued, and it was decided furniture solutions could be solved on a need or use basis. Mr. McGinley ended the discussion by reminding the board that at the previous meeting the funding for this project was increased to \$400,000, and the estimates do not exceed that, at \$325,000.

Ms. Habayeb moved the approval of the Resolution to Award Contract for Design, Furniture, and Project Management Services for 2nd Floor Study Rooms to Soyka Smith Design Studio in an amount not to exceed \$105,000. Ms. Motwani seconded the motion.

Ms. Habayeb moved the approval of the Resolution to Award Contract for 2nd Floor Study Room Furniture to Krueger International, Inc in an amount not to exceed \$140,000. Ms. Serapiglia seconded the motion.

Ms. Habayeb moved the approval of the Resolution to Award Contract for 2nd Floor Study Room Flooring to Hannon Floors in an amount not to exceed \$21,000. Ms. Serapiglia seconded the motion.

Ms. Habayeb moved the approval of the Resolution to Award Contract for 2nd Floor Study Room Construction Services to Murray Paving and Concrete in an amount not to exceed \$63,000. Ms. Ramakrishnan seconded the motion.

The roll call vote for each resolution went as follows:

AYES: Mr. Collum, Ms. Cusick, Ms. Habayeb, Ms. Motwani, Ms. Ramakrishnan, Ms. Reilly, and Ms. Serapiglia.

NAYS: None

ABSTENTIONS: Mr. Domogala, and Ms. Saltzman.

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 8:11 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 8:17 P.M.

The following Board Members were in attendance: Mr. Collum, Ms. Cusick, Ms. Habayeb, Ms. Motwani, Ms. Ramakrishnan, Ms. Reilly, and Ms. Serapiglia. Staff members attending were: Mr. McGinley.

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

The meeting adjourned at 8:20 P.M.

Respectfully Submitted: Siva Ramakrishnan, Board of Trustee Vice President