

**WESTWOOD FREE PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING**

MEETING DATE: Tuesday, December 22, 2015

CALLED TO ORDER: at 7:38 p.m. by Barbara Stewart.

PRESENT: Martha Urbiel (MU), Barbara Stewart (BJS), Noeline Grefrath (NG), Mike Violano (MV), Bev Karch (BK), Frank Zimmerman (FZ), Beth Dell (BD).

SUNSHINE LAW: Read by BJS.

PUBLIC FORUM: No members of the public were present.

MINUTES: A motion to accept the minutes of the September 22, 2015 meeting was made by BK; seconded by NG. The motion carried.

TREASURER'S REPORT: The treasurer's report was presented by NG. Total checking and cash management funds are \$224,470.77. A motion to accept the treasurer's report was made by BK and seconded by MV. The motion carried.

The current bills list (5379-5405) was read. BK asked about the expense for an audit and if we must use the borough's auditor. BK also stated the three recommendations in the auditor's report were repeated from last year.

After a brief discussion by the board about soliciting bids for an audit, MU stated that compared to other libraries our audit expenses seem lower.

A motion to accept the bills list was made by FZ; seconded by MV. The motion carried.

COMMITTEE REPORTS: None.

CORRESPONDENCE: None.

DIRECTOR'S REPORT: MU reported that a new story time for "wee ones", children under two years old, will begin shortly.

The Home for the Holidays program on December 5th was well attended and enjoyed by all. Mrs. Claus and the Junior Friends made the afternoon fun-filled.

PRESIDENT'S REPORT: None.

OLD BUSINESS: MU proposed that the board discussion regarding Trustee Information and Action sheet on Privacy be postponed until January when more members are present.

NEW BUSINESS: MU reported that the architect's plan expense to create meeting areas and quiet space behind the front desk will be funded by the Friends of the Westwood Library. The AV equipment for the downstairs meeting room will also be funded by the Friends.

Librarian Susan Rayner is retiring December 31st after 34 years at the Westwood Library; MU is recruiting a replacement. MU also invited board members to a brief farewell celebration with cake on the morning of December 31.

The Green Screen Film Program is scheduled for March 9-12, 2016. MU is seeking to tie in the environmental program with other town related initiatives.

There was a discussion on acknowledging Westwood Library donors and people who have contributed their time and efforts to the Library over the year. Comments included establishing criteria for recognition. MU suggested that the policy committee set the criteria and make a recommendation for the board's consideration.

MEETING ADJOURNED: A motion to adjourn was made by BK; seconded by NG. The meeting was adjourned by BJS at 8:25 p.m.