

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

**MEETING DATE:** Tuesday, April 26, 2016

**CALLED TO ORDER:** at 7:32 p.m. by Dennis Farrell.

**PRESENT:** Martha Urbiel (MU), Dennis Farrell (DF), Noeline Grefrath (NG), Mike Violano (MV), Frank Zimmerman (FZ), Bev Karch (BK), Chris Messina (CM).

**SUNSHINE LAW:** Read by DF.

**PUBLIC FORUM:** No members of the public were present.

**MINUTES:** A motion to accept the minutes of the March 22, 2016 meeting was made by VF; seconded by BK. The motion carried.

**TREASURER'S REPORT:** The treasurer's report was presented by NG. Total checking and cash management funds are \$177,042.27. A motion to accept the treasurer's report was made by VF and seconded by MV. The motion carried.

The current bills list (5463-5502) was read. In response to a question from NG, MU explained that check 5498 to Maid Brigade was for the cost of custodian services. VF asked about the contract with Reiner Group (check 5499). MU responded that Reiner is a certified Lochivar service company that was selected after three bids were solicited for the HVAC service contract. NG asked about check 5463 to Demco; MU replied that it is for shelving for periodicals. A motion to accept the bills list was made by VF; seconded by BK. The motion carried.

**COMMITTEE REPORTS:** None.

**CORRESPONDENCE:** None.

**DIRECTOR'S REPORT:** MU reported that Westwood author John Potestivo visited the library for a children's program on his book *There's Good in Every Bunny*.

The library staff received Westwood Library t-shirts from the Friends of the Westwood Library for National Library Week.

Electrical work for upgrades to the inside and outside circuits is being completed. VF asked about outlets for PCs in the library and if powerlines were being installed through the ceiling.

MU and MV attended the town council meeting on April 19. Patrons Tom Hardin, Patricia Stush and Cynthia Deveraux spoke about the value and benefits of the library for their personal and families' particular needs and interests.

A classical music concert and children's programs were funded by the Friends of Westwood Library.

The Personnel Policy regarding treatment of vacation time is to be approved by the policy committee and voted on at the Board meeting in May.

Library staff are using training programs from Lyndapro.com for ESL, designing websites and google docs.

**PRESIDENT'S REPORT:** None.

**OLD BUSINESS:** Plans for renovation of the area behind the circulation desk are proceeding. Group meeting and tutor spaces are included in the architect's plans that are being funded by the Friends of the Westwood Library.

**NEW BUSINESS:** MU reminded Board trustees that financial disclosure forms must be filed by April 30.

The book selected for One Book Westwood this year is *Life as We Know It* by Susan Beth Pfeffer, a local author.

A creative team has been formed including participants from the Green Screen, Westwood business members, an artist and others from education and the hospital for Sustainable Jersey Certification. NG asked if someone from the council's environmental team will participate including Beth Dell and/or Peter Grefrath.

MU also mention that the mayor will make a presentation for a grant that is for "Westwood for All Ages" to create and promote programs for seniors ages 55+. The grant would be for \$75K over three years. Meals on Wheels would be one of the lead agencies together with the Recreation Center and the Library. It could include classes for financial needs, health, computer skills and "meaningful engagement" with the community. CM stated that seeking grants is one option to secure additional funding for community services aside from tax revenues.

Save the date for the 8<sup>th</sup> Annual Taste of Westwood is September 25<sup>th</sup>.

**MEETING ADJOURNED:** A motion to adjourn was made by VF; seconded by NG. The meeting was adjourned by DF at 8:32 p.m.