

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, March 22, 2021

CALLED TO ORDER: at 7:02 p.m. by Vincent Fitzpatrick via Zoom.

PRESENT: Martha Urbiel (MU), Vince Fitzpatrick (VF), Suzanne Gorham (SG), Mike Violano (MV), Dennis Farrell (DF), Frank Zimmerman (FZ), Bev Karch (BK), Linda Phayre (LP), Claudia Gonzeles-Doell (CGD), Noeline Grefrath (NG), and Rob Bicocchi (RB).

SUNSHINE LAW: Read by VF.

PUBLIC FORUM: Fred Rella, Borough grant writer, was present.

MINUTES: A motion to accept the minutes of the February 22, 2021 meeting was made by DF; seconded by MV. The motion carried.

TREASURER'S REPORT: The treasurer's report and cash management fund was presented by MV. The total of the checking account, cash management fund, and capital account is \$134,017.54. A motion to accept the treasurer's report was made by DF and seconded by FZ. The motion carried.

MV clarified that the \$24,000 on the Municipal Funds line of the Profit & Loss Budget vs. Actual report was calculated with the projected numbers based on last year's budget. The value will be rectified to the actual budget after it gets approved.

The current bills list (6773-6795) was reviewed. A motion to accept the bills list was made by BK and seconded by DF. The motion carried.

COMMITTEE REPORTS:

Building and Grounds Committee. MV stated that FZ toured the building to assess construction projects and discuss the grant.

DIRECTOR'S REPORT:

MU reviewed last month's programs and ongoing children's programs. The Junior Library Council meets monthly. About 30 children participate in the children's winter reading program.

MU received quotes in preparation for discussing a construction grant application. MU also investigated equipment pricing in anticipation of applying for the Mini Cares Grant.

PRESIDENT'S REPORT: None.

OLD BUSINESS:

RB shared that the Borough budget will likely be released in April. The Library will be funded \$20,000 over the mil rate, same as last year.

MU assisted councilwoman Cheryl Hodges in registering Westwood seniors for the COVID-19 vaccine. RB stated that the Council is waiting on information from the hospital regarding a new round of vaccines that may be available.

NEW BUSINESS:

MU stated that the Mini Cares Grant, intended to enhance digital access for the community, may be used to purchase a kiosk for Westwood House that will allow residents to browse and request materials from the Library.

MU reopened the conversation regarding the construction grant previously discussed. Fred Rella provided information about the grant-writing process, clarifying that the particular grant in question would require several documents to be included with the application, including a resolution from the Council, a professional community analysis, and documentation of the availability of matching funds. The window is closing on the opportunity to apply for the grant, as the deadline is June 4, 2021. MV suggested we gather information on projects and upgrades that will need to be completed in the Library, that may be funded by potential grants in the future, in order to be prepared for other grant opportunities.

MV stated that a Taste of Westwood event will not occur this year. The Friends are planning smaller fundraisers, including a virtual whiskey tasting event on April 23.

MU completed the annual State Aid Report with Cheryl Chang.

MV shared that the staff is in the process of getting vaccinated. The Library will continue to operate as it has thus far and will continue to monitor the COVID-19 numbers, hoping to advance the reopening process in the next few months. A self-checkout system is being utilized by patrons who wish to check-out their own materials. Material circulation continues to be strong.

MEETING ADJOURNED: A motion to adjourn was made by BK; seconded by VF. The meeting was adjourned by DF at 8:00 pm.