

**West New York Public Library**  
**Board Meeting December 1, 2020**

**In Attendance:** Clara Brito-Herrera (President), Adriana Rodriguez (Vice-President), Marielka Diaz, Louis Baez, Amirza Hernandez, Nasrin Alam, Wailiang Lai (Director), Richard Pinal (Attorney).

**Absent:** Barbara Viu, Elizabeth Hernandez

President Brito-Herrera called the meeting to order, followed by the Reading of the Open Public Meeting Notice and the Pledge of Allegiance. The minutes of the last meeting in November were read and approved by all.

President Herrera noted the changing technological landscape, and suggested library training on the same. Maurice Gutierrez, town webmaster, and public participant in the meeting, volunteered to train the library on Zoom meetings to ensure meetings are conducted as smoothly as possible.

Vice President Rodriguez presented a new mission/vision statement for the library in light of the COVID-19 Pandemic, along with the shifting social, economic, and technological needs of the community. To this end, the Board was invited to review, edit, and prepare to vote for approval to adopt a new mission in the next Board meeting (January 5, 2021).

Attorney Pinal presented a draft attendance policy to enact stricter measures to ensure quorums are met and business is continued uninterrupted. The new policy first requires the Commissioners of the Town of West New York, to pass a resolution reducing the default absence policy of 4 unexcused absences to 3, which in turn, allows the Board to report the delinquency to the Town/Mayor for further action. The new policy also requires that Board members confirm attendance in advance, and that the Board be notified if a quorum is met. Finally, the new policy adopts a static Zoom link (same link) for all meetings to avoid the issue have different links each time. In addition, Attorney Pinal presented the NJ State Library Association Trustee Manual, in which we re-emphasized the roles, responsibilities, and power of the Board to conduct and govern library affairs.

In response to a previous request by Vice-President Rodriguez, Director Lai discussed his efforts in reaching out to Weehawken and North Bergen libraries to learn of their efforts in leveraging technological tools to conduct meetings and library operations generally. The goal was to assess whether West New York could adopt/incorporate similar practices.

President Herrera asked Director Lai to discuss any noteworthy items from the Directors report, if any.

Luis Baez suggested that the Library have at least 2 more read-alongs before the end of the year, and invited cultural affairs depart to assist.

President Herrera made a motion to adjourn the meeting.

Respectfully submitted,

Richard Pinal, Esq.

## **West New York Public Library**

### **Board Meeting November 17, 2020**

In Attendance: Weiliang Lai, Director; Richard Pinal, Attorney, Adriana Rodriguez, Vice-President, Elizabeth Hernandez, Amirza Hernandez, Marielka Diaz, Luis Baez. Absent: Barbara Viu, Nasrin Alam, Clara Brito-Herrera.

Vice-President Adriana Rodriguez called the meeting to order in President Clara Brito-Herrera's absence.

Attorney Richard Pinal read the Open Public Meeting Notice followed by roll call.

The minutes of the October 2020 meeting were reviewed and approved.

The meeting proceeded to old and new business. Zoom meetings and all public information would be managed by town media specialist Maurice Gutierrez. Director Lai will email members of dates and Zoom links for 2020 library board meetings.. A resolution was adopted to continue all Zoom meetings through 2021.

Board members were informed that the library had been approved for a grant from the State for the building of a new library for the town of West New York. Following this announcement, a discussion about services offered by the library during the current health crisis (Covid-19) included ideas for additional virtual services. It was agreed that all possible technological resources should be utilized or upgraded to keep up with the latest technological advances.

Director Lai assured all that this was the case. Patrons have access to the library collection online where they can request books or call the library for materials not owned by the library. These can be purchased or requested through interlibrary loan. Patrons can pick up books at the door where a staff member will assist them.

Materials can also be accessed through Hoopla (an online service that includes books, movies, audiobooks, and much more) The library collection also includes ebooks on Magic Wall. A library card is required to use these services. Most patrons are familiar with these services and use them regularly.

Adriana Rodriguez, Marielka Diaz, Elizabeth Hernandez and others agreed it is important to make sure patrons know how to use these resources. One of the suggestions that would be put into effect consists of reaching out to neighboring libraries to learn what activities they were offering to children so that our library can adopt some of them or create some of our own. The issue of attendance at board meetings was discussed in detail noting that the library board allows no more than three absences per year. This issue will be addressed at the next board meeting to decide what can be done to improve attendance at board meetings. The next meeting will be on December 2nd 2020.

With no further business, a motion was made to adjourn. The meeting adjourned at 7:30pm.

Respectfully submitted, Estela Longo



## West New York Public Library Board Meeting October 6, 2020

In Attendance: Wailiang Lai, Director; Clara Brito-Herrera, President; Richard Pinal, Attorney, Elizabeth Hernandez Marielka Diaz, Louis Baez, Amirza Hernandez

Absent: Adriana Rodriguez, Barbara Viu, Nasrin Alam

President Brito-Herrera called the meeting to order, followed by the Reading of the Open Public Meeting Notice and the Pledge of Allegiance. The minutes of the last meeting in June were read and approved by all.

The question of when the library would open was discussed. Director Lai explained he was waiting for guidelines from Commissioner Cirillo. Certain requirements would have to be met: plexiglass partitions, PPEs, and final inspection by the town. The state has to authorize opening after which guidelines will be issued. Patrons can also call the library to request materials. A form is available by means of a book request form available on our website.

Since the library remains closed to the public, patrons must access the library by calling and coming to the library where a staff member will meet them at the door to pick up or return books. . Patrons may also access and request books online or access Hoopla to borrow books, e- books, movies, children's books, etc. using their library card to check out materials.

President Brito-Herrera discussed the issue of making chrome books available to all students so they can go online. She will make sure all students have access to all devices. At present all instruction is being done online. The meeting adjourned at 6:30pm after a closed session.

Respectfully submitted,  
Estela Longo

West New York Public Library

Board Meeting ~~June~~ 2, 2020 via Zoom

**In attendance:** Weillang Lai, Director; Richard Pinal, Attorney; Clara Brito-Herrera, President; Marielka Diaz, Trustee; Amirza Hernandez, Trustee; Elizabeth Hernandez, Trustee; Barbara Viu, Trustee; Albeiro Fragoso.

**Absent:** Nasrin Alam, Louis Baez, Adriana Rodriguez (technical difficulties)

President Clara Brito-Herrera called the meeting to order, followed by the reading of the Open Public Meeting Notice and roll call by Attorney Richard Pinal.

**Old Business:** Minutes of last meeting were not approved; the Board will review and contact Director Lai with any concerns. Email was sent with attachment.

**New Business:** The Director advised the Board that the Mayor's office gave dates for the reopening of the library:

- June 8<sup>th</sup>, 2020 – Staff will return to work on a alternate schedule where some will come onsite and others will stay remote
- June 15<sup>th</sup>, 2020 – Library will reopen to the public with restrictions.

A discussion regarding the CDC guidelines for reopening the library was had with the following points chatted:

- All patrons are required to have a mouth covering. Director ordered masks in case patrons or staff do not have one.
- Director stated that he had purchased plexiglass sneeze guard for the circulation desks on both floors.
- There will be markings on tables, floors, and at the stacks to keep with social distancing.
- Every other computer will be used to stay within social distancing guidelines.
- Computers will be wiped down as well as frequently used surfaces throughout the day.
- The same goes for the second floor, Children's Department.
- Patrons will not be able to stay all day, to give other people a chance to come in.

The Director noted that since the Board meeting is small, we will continue to have remote meetings for the foreseeable future. Clara Brito-Herrera agreed, as well as Barbara Viu and Marielka Diaz. Ms. Diaz asked the Director for the vendor of the plexiglass, which he will send out at a later date.

A discussion regarding the future remote meetings and confidentiality issues.

- President Clara-Herrera recommended a call-in number for public session remote meetings and the face to face interactions with trustees only for confidentiality reasons and with technology anything can happen that would risk a breach.



- Attorney Pinal will investigate the legalities and what other libraries are doing since there is not precedence.
- The hosting capabilities can be given to another person. Albeiro set up this meeting but can give the hosting rights to another person.
- Trustee Elizabeth Hernandez suggests Google Meet because parents have some practice and those who do not will be using it soon.
- President Clara-Brito Herrera suggested a separate meeting, closed, and public, for future remote meetings.
- We will discuss what platform we will use later while information is gathered.

Trustee Elizabeth Hernandez suggested classes for the parents for the Google Suite due to remote learning. A discussion was had where the following was talked about:

- President Clara Brito-Herrera advised that the State does not recommend too much time on online instruction for children 2<sup>nd</sup> grade and under.
- Trustee Elizabeth suggested a staff member can teach the parents on the second-floor computers because there is ample space for the class. She stated that it is important for the library to help with the education of the children and the parents.
- Trustee Amirza Hernandez suggested that parents and children taking the training with their own devices from home whether it be a smart phone, a tablet, a laptop, or a Chromebook because all the interfaces work differently and a training on a device they won't have absolute access works against the training. This option will also cut down on the possibility of possible transmittal of any bacteria.
- Albeiro will talk to the Director on the best route to provide this service.

Vice-President Adriana Rodriguez called Mr. Lai to advise she was having technical difficulties getting into the meeting, the meeting link was not allowing her to enter the meeting. Let it be noted that there were topics discussed that we could not hear due to poor network connection by Director Lai.

With no further business, President Clara-Brito Herrera motioned to adjourn, seconded by Trustee Amirza Hernandez.

The meeting adjourned at 7:15pm.

Respectfully submitted,

Amirza Hernandez

## West New York Public Library Board Meeting

May 4, 2021

**In Attendance:** Clara Brito-Herrera, President; Adriana Rodriguez, Marielka Diaz, Rita Alam, Amirza Hernandez, Luis Baez, Weiliang Lai, Director; Richard Pinal, Attorney,

Absent: Barbara Viu, Elizabeth Hernandez

**Old Business:** The previous minutes were reviewed and a motion to approve was made by Ms. Rodriguez and seconded by Ms. Diaz. Director Lai presented a project update on the new library. Director Lai explained that the architecture firm visited the library. They are working on the architecture plan and blueprints which are part of the conditional items necessary for approval. Specifically, there are a variety of requirements such as energy and efficiency standards, American with Disability Act ("ADA") compliance, and relevant certifications which must be met in the new building. These standards and others were provided by the State of New Jersey in an application memo sent earlier this year. Attorney Pinal further explained that the town/library must disclose any /all uses of prospective state funds to avoid conflict of interest and ensure compliance with governing guidelines attached to the grant. Finally, Director Lai explained that the town of West New York passed a resolution to match the state funds.

**New Business:** Ms. Hernandez asked for an update on the library social media and website build. Maurice Gutierrez, the town webmaster, indicated it was a priority and it is being worked on. Mr. Baez updated the board on the state of Covid for West New York and indicated that town employees would be returning to work on Monday.

Adriana Rodriguez reminded the library board of the critical need to meet attendance obligations. Specifically, Adriana outlined the heightened future commitment required of trustees to advice, guide, and oversee the new library slated to be completed in the next few years. To this end, it was critical to re-evaluate absenteeism, and it was stressed that action and appropriate escalation would be taken if necessary.

To further the ongoing business of the library, Amirza inquired whether summer meetings were necessary and the board indicated it would take it under consideration.

A motion to adjourn was made by made by Mr. Rodriguez and seconded by Ms. Hernandez.

Respectfully, submitted,

Richard Pinal (in the absence of Estela Longo)



**West New York Public Library  
Board Meeting March 10, 2020**

**In Attendance:** Weiliang Lai, Director; Richard Pinal, Attorney, Elizabeth Hernandez, Marielka Diaz, Amirza Hernandez, Adriana Rodriguez, Nasrin Alam. **Absent:** Clara Brito-Herrera, Barbara Viu, Christine Piscitelli, Louis Baez.

Adriana Rodriguez called the meeting to order in the absence of President Brito-Herrera, followed by the reading of the Open Public Meeting Notice and roll call.

**Old Business:** The minutes of the last meeting were reviewed and approved by all.

**New Business:** A discussion regarding the Library Construction Grant Application was followed by a vote to approve by Nasrin Alam and seconded by Marielka Diaz. Members were given copies of the plans drawn up by the architects. Once the grant is approved members may then consult with the architects and make any changes to the final design for the new library. The committee chosen to meet with the Commissioner will be submitting the library's application to him before finally submitting it to the State. Adriana Rodriguez praised the Read Across America program in honor of Dr. Seuss. Staff members read some of his books to the children in addition to a display of his books. At least 300 children participated in the program.

The meeting then shifted to concerns over the COVID-19 (coronavirus) issue. Some children's programs had to be cancelled. Notices from the Centers For Control Of Diseases CDC) were posted in the library in order for patrons to be informed as to what measures and precautions they should take during the crisis. Attorney Pinal added actions to take should the State declare an emergency or if the Department of Health should require the library to provide masks to patrons.

Director Lai then informed members that a new service called Hoopla would be up and running soon. Patrons will be able to download books, digital movies, music, and more by logging in with their library card. Estela Longo, the reference librarian, will train staff in the use of the new system. Announcements will be made soon. Director Lai has budgeted \$10,000 for this service.

Five new telephones have been installed using VOIP (Voice Over IP) services. This was done to solve serious problems that caused service interruptions. In addition, 40 new computers with Windows10 have been installed in the library with 27" monitors. This will improve patrons' demands for more updated services. Finally, monthly expenditures were reviewed.

With no further business, Nasrin Alam motioned to adjourn, seconded by Marielka Diaz. The meeting adjourned at 7pm.

Respectfully submitted,

Estela Longo

**West New York Public Library  
Board Meeting February 4, 2020**

**In Attendance:** Weiliang Lai, Director; Richard Pinal, Attorney, Adriana Rodriguez, Amirza Hernandez, Christine Piscitelli, Marielka Diaz, Louis Baez. Absent: Clara Brito-Herrera, Nasrin Alam, Barbara Viu. Adriana Rodriguez called the meeting to order followed by the reading of the Open Public Meeting Notice.

**Old Business:** The minutes of the last meeting were reviewed and approved. A motion to approve was made by Amirza Hernandez, seconded by Adriana Rodriguez.

**New Business:** After some discussion, a vote was taken and a committee of three plus two trustees as alternatives was elected to meet with the Commissioner and architects on Thursday February 6 to discuss issues regarding the new library building. Members proceeded to list various ideas and needs for the new library. One issue included was telephone service. Another was the need to expand services already in place, including special needs of certain sectors of the community, such as senior citizens. Christine Piscitelli suggested expanding the audiobook collection using state of the art information for all activities.

Director Lai then informed board members of a new service called Hoopla, which provides digital services to libraries so patrons can access a variety of books, audiobooks, movies, music, etc., on our computers or their phones. A representative of the company (Midwest Tape) met with the director and the reference librarian (Estela) regarding what the system offers, how to access, and the cost, among other details. Once the contract is signed it is hoped to have this service available very soon and patrons will be informed. Training in the use of this service will be made available to staff and patrons as needed. Members then resumed offering more ideas for the new library. Marelka Diaz asked what kind of YA (Young Adult) services were available. At present, the library offers YA programs during the summer. The programs include a Book Club and Saturday movies.

Another issue to consider regarding the new library is the need for proper storage space. In addition to library materials, other materials have been stored in the basement over the years. These include Hudson Hall, Police Department and Town Hall records. Inventory will be taken of all materials stored in the library. Public bathrooms and their proper locations were also added, including elevators, handicap ramps, staff kitchen, and conference rooms. Attorney Pinal suggested an area for a job center to promote local jobs available to local residents. Louis Baez asked board members to add any other ideas they felt were important to the list for consideration.

**Business Report:** Director Lai informed members a business report would be included at the March meeting.

With no further business, a motion was made to adjourn by Louis Baez, seconded by Marielka Diaz. The meeting adjourned at 7pm.

Respectfully submitted,  
Estela Longo



**West New York Public Library  
Board Meeting January 7, 2020**

**In Attendance:** Weiliang Lai, Director; Richard Pinal, Attorney, Adriana Rodriguez, Amirza Hernandez, Marielka Diaz, Nasrin Alam, Elizabeth Hernandez. **Absent:** Clara Brito-Herrera, Barbara Viu, Christine Piscitelli, Louis Baez. Adriana Rodriguez called the meeting to order in Clara Brito-Herrera's absence, followed by the reading of the Open Public Meeting Notice.

**Old Business:** The minutes of the previous meeting were approved. Elizabeth Hernandez motioned to approve, seconded by Marielka Diaz. Director Lai presented the schedule for the year's meetings which was discussed and approved.

**New Business:** Attorney Pinal brought up the issue of the Code of Conduct for library patrons. He had gathered some information on this matter from other libraries and suggested it would be a good idea to review and update our library policies regarding library patron behavior in the library. Several problems facing libraries were discussed. A sample of the Code of Conduct was distributed to board members and a new updated policy reflecting these problems would be included in a new proposal to be presented at the next board meeting. Elizabeth Hernandez suggested they receive a draft of the new policy to be discussed and approved at the next meeting.

Director Lai then informed board members of a Library Construction Grant Application from the New Jersey State Library. If approved, this grant would enable the library to build a new library in the near future. The application must be completed between March 9, 2020 and April 6, 2020. Director Lai sent a copy to Commissioner Cirillo. A committee of three was chosen to meet with the Commissioner to discuss how to proceed with the application requirements.

**Telephone Problems:** Telephones at the library have been out of order for several weeks due to malfunctioning equipment outside of the library. Director Lai has been in touch with the telephone company and hopefully the problem will be resolved soon. Temporary phones have been installed until repairs are done.

**Director's Report:** Spanish classes began on Monday November 4, 6-8pm. Story Time at the Riverside Community Club House was a success. The children enjoyed the Halloween and Thanksgiving programs with entertainment and refreshments.

Other programs ran as scheduled.

The library received a \$10,000 grant in State aid to be used for future programs.

The Hudson County Genealogical and Historical Society donated \$100 to the library in appreciation of town historian Patrick Cullen's contributions to the local history of Hudson County and specifically for the town of West New York.

Total expenditures were reviewed and approved.

Pay rates for the English language teacher was raised to match those of the New Jersey State Library positions requiring advanced degrees and experience. A motion was made to approve the increase by Rita Alam, seconded by Elizabeth Hernandez.

With no further business, a motion to adjourn was made by Amirza Hernandez, seconded by Arielka Diaz. The meeting adjourned at 7pm.

Respectfully submitted,  
Estela Longo