

MINUTES

MEETING OF THE BOARD OF TRUSTEES OF THE FRANKLIN LAKES PUBLIC LIBRARY

July 17, 2017

(Franklin Lakes Public Library)

Present: Lambrix, Leone, McMahon, Polizzi, Ramsey, Riccobene, Swist, Voellmicke

Absent: Luciano, Furnari, Strauss

By invitation: Parete

I-II. Call to Order

Vice President Leone called the meeting to order at 6:00 p.m.

The Vice President read an announcement stating that, in accordance with the **Open Public Meetings Act**, adequate notice of the meeting has been given to the *Suburban News*, has been posted on the Library bulletin board and filed with the Franklin Lakes Municipal Clerk.

III. Roll Call

Roll Call was taken.

IV. President's Announcements

There were no announcements.

V. Public Comments

There were no public comments. Trustee Polizzi brought up the fact that some questions regarding the Library's Tutoring policy had been raised on the Franklin Lakes Mom's Facebook page. After discussion, it was agreed that an "elevator" speech about the Tutoring policy will be created by Director McMahon. This verbiage will be posted on the Library's Website and will be available to any patron who has a question about the policy. The Staff can also use the presentation to provide a uniform, policy-compliant, non-confrontational response directly to Patrons or Tutors raising issues with our Policy. With the summer months now in full swing, there has been an increase in the number of tutors using the Library. Issues about the correct use of the Quiet Reading room have also been addressed with several patrons. President Luciano spoke personally with one patron who is a frequent user of the Quiet Room.

VI. Minutes of Previous Meetings

A motion was made and passed to approve the minutes for June 19, 2017 (Lambrix, Swist).

VII. Treasurer's Report

- A.** A motion was made and passed to approve check numbers 6083 through 6134 (Voellmicke, Riccobene).
- B.** Trustee Voellmicke discussed financial variances in the January through June 2017 Profit & Loss Budget vs. Actual Report. Income is as expected. Benefits were above budget estimates by approximately 28%. The Medical Insurance payment was made to the Borough on June 20, 2017 in the amount of \$60,709.02. Operations expenses were below budget estimates by approximately 5%. Material

expenses were below budget by approximately 2%. Total expenses were below budget estimates by approximately 2%. Personnel costs were under budget, running at about 2.5% below estimates. Overall, the Library is running very close to Budget for the first half of calendar year of 2017.

- C. All bank accounts for the Library have been reconciled up to the most current bank statements.

VIII. Committee Reports:

A. Personnel: After discussion, it was agreed that the Personnel committee will meet in the near future to review a new Performance Appraisal format for Library employees. Appraisals will be conducted for all employees, with clearly written objectives and goals. Periodic follow ups on goals and objectives will be conducted at three month intervals. As is current practice, employees will be asked to sign off on their appraisal. Trustee Swist, chair of the Personnel Committee, will sit in on appraisals as necessary. Professional Development hours required and achieved will be noted on the Appraisal form for each Professional employee.

Director McMahon has taken over management of the Page staff and is in the process of hiring 4 new pages (*see XII. New Business*). Donna Kurdock will continue to manage the Volunteer staff.

The Trustees present requested that a Library event for the staff be planned for the near future. Trustees Polizzi and Swist offered to assist with the planning.

IX. Friends of the Library Report

Trustee Riccobene reported that the Friends have received a bequest for \$5,000.00 from an Attorney based in Franklin Lakes who is acting as the executor for the estate of a deceased Wyckoff resident. All the legal paperwork has been completed by the Friends and they hope to receive the check shortly. The Friends will be working to update their by-laws over the coming months.

X. Director's Report

Non Fiction weeding continues at a rapid pace. Much progress has been made in getting the collection up to date with weeding guidelines. Local History Librarian Jackie Bunker-Lohrenz has been working on displaying some material "face out" to make the shelves more inviting. This has helped increase the amount of browsing and selection by patrons.

In light of the Fiction collection needing more room, Director McMahon and staff are considering moving the Non Fiction DVDs to be interfiled with the Non Fiction book collection. By doing this, all materials on a specific topic will be located in a single area, making it easier for patrons to see a comprehensive array of what is available in book and media formats.

New hire Marya Larkin began work on a part-time basis on Saturday, July 15, working with Laura Hendersen. Her full time status will begin in September and she will waive medical benefits for 2017 (*see XII. New Business*).

The 3M/Cloud Library software continues to experience issues that are unresolved to date. BCCLS should be sending a check to the Library for the amount we have paid for Ebooks so far this year. A second bill will not be paid by the Library, but will be paid directly by BCCLS to the 3M/Cloud vendor. This will result in a savings of about \$10,000.00 overall in the 2017 budget.

The BCCLS Internet Librarian has now left for a new position, leaving one more vacancy in the BCCLS staff.

Library Assistant Jason Redlitz will be leaving the Library in September 2017 as he has completed his degree and is planning to move to California.

Director McMahon will be attending the BCCLS System Council meeting in September and the BCCLS Executive Board meeting in August.

Director McMahon has received a proposal for a Hot Spot lending program from T-Mobile. The cost to the Library for 10 Hot Spots to loan is \$8.20 per month per Hot Spot with two months free. There is no contract and no termination fees. A new policy governing the use and lending of the Hotspots will be created, as well as a plan for marketing their availability (*see XII. New Business*).

The roof situation at the Library is much improved since the last visit from Hughes Environmental – but a few more leaks in other areas have surfaced. We will continue to monitor this situation. (*see XII. New Business*).

Director McMahon and Business Administrator Helen Parete visited the Sharp offices in Montvale to see a demonstration of a new copier/printer. The model offered is smaller in footprint and will produce a savings of \$500.00 per year for the Library. (*see XII. New Business*).

XI. Old Business

- A. Kevin Boswell had no objections with concern to the sewer project and waiting until late October or early November to complete the remediation project. The mid to late Fall timing is intended to avoid having the area dug out while the fields and playgrounds are heavily used as well as to avoid damage to the weeping willow tree. Director McMahon will follow up with Drewes Plumbing about the date for the work to commence.
- B. Gina Minichino, the caricature artist, will be part of the Library's booth for the Town Festival. The food license needed for candy distribution has been procured and the fee has been paid to the Borough for the Library's booth. The Library will have an early closing on Friday, September 22nd to accommodate expected traffic. (*see XII. New Business*).

Trustee Lambrix is contacting certain parties about the possibility of having dogs as part of the Library's booth. Director McMahon will follow up with the JIF staff to see if insurance is needed for this and keep Trustee Lambrix informed.

XII. New Business

- A. A motion was made and passed to approve the hiring of Daniella Mignogni and Isabel Gharibo as Library Pages (Polizzi, Riccobene) (*see VIII. Committee Reports A. Personnel*).
- B. A motion was made and passed to approve the hiring of Marya Larkin as Systems Administrator (Polizzi, Voellmicke) (*see X. Director's Report*).
- C. A motion was made and passed to approve the Hughes Environmental Maintenance contract for 2017-2018 for \$9,070.00 (Riccobene, Lambrix) (*see X. Director's Report*).
- D. A motion was made and passed to approve Sharp Business Systems' proposal for a new copier/printer lease at \$366.31 per month for 36 months (Polizzi, Riccobene) (*see X. Director's Report*).
- E. Approval of the North Jersey Fire Protection proposal for flushing the dry sprinkler system was shelved until more information can be gathered regarding the necessity of such flushing. The total cost of the proposal is \$2,500.00. Council Liaison Ramsey suggested that Steve Linz from the Borough be consulted about the proposal.
- F. A motion was made and passed to approve the early closing of the Library at 4 PM on Friday, September 22, 2017 due to the Town Festival and Car Show (Lambrix, Swist) (*see X. Director's Report*).

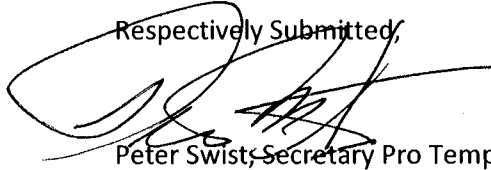
XIII. Membership Hearing

- A. The Trustees present approved the attendance of Director McMahon at PLA Convention in Philadelphia March 21 – 24, 2018.

- B. Trustee Leone requested that the Trustees be invited to the Active Shooter training when it is given by the Franklin Lakes Police Department to the Library staff sometime after September 2017.
- C. Director McMahon reminded all present that the inner doors of the Library still need to be addressed for replacement. The Library is locked into using MacKenzie Automatic Doors because of the other mechanisms installed with the doors.

XV. Adjournment. The meeting was adjourned at 7:40 p.m.

Respectively Submitted,

A handwritten signature in black ink, appearing to read 'Peter Swist', is written over the typed name below.

Peter Swist, Secretary Pro Temp