

MINUTES

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

November 20, 2017

(Franklin Lakes Public Library)

Present: Furnari, Luciano, Lambrix, Leone, McMahon, Polizzi, Ramsey, Riccobene, Strauss, Swist, Voellmicke

Absent:

By invitation: Parete

Guests: Heather Colacurcio, Fran Ruff and John Morley

I-II. Call to Order

President Luciano called the meeting to order at 6:03 PM.

President Luciano 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

President Luciano welcomed Franklin Lakes Library Staff members Heather Colacurcio and Fran Ruff from the Children's Department to the meeting as public observers.

V. Public Comments

Guests, staff members Heather Colacurcio and Fran Ruff, introduced themselves and invited Board members to visit the Children's Department.

VI. Minutes of Previous Meetings

A motion was made and passed to approve the minutes for October 16, 2017 (Leone, Swist).

VII. Treasurer's Report

- A. A motion was made and passed to approve check numbers 6262 through 6304 (Voellmicke, Lambrix).
- B. Trustee Voellmicke discussed financial variances in the January through October 2017 Profit & Loss Budget vs. Actual Report. Income is as expected. Benefits were below budget estimates by approximately 12%. Operations expenses were below budget estimates by approximately 7%. Material expenses were below budget by approximately 11%. Total expenses were below budget estimates by approximately 5%. Personnel costs were above budget, running at about .5% above estimates. Overall, the Library is managing very close to the 2017 Budget.

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

VIII. Committee Reports:

- A. **Finance** - The Finance committee met on November 13, 2017. A preliminary 2018 budget has been prepared and reviewed by the Finance committee. A copy of the proposed budget for 2018 will be distributed at the December 18, 2017 Board meeting for all members to review. The budget will then be voted on at the January 22, 2018 Board Meeting. The Finance committee anticipates meeting one more time after November year to date figures have been processed to conduct a final budget review.
- B. **Technology, Building and Grounds** - The Technology, Building and Grounds Committee met on November 13, 2017. The committee reviewed some of the upcoming expenditures that will be funded out of the Capital account. These include the second payment to Drewes Plumbing of \$2,600.00 for the sewer project and \$2,500.00 to North Jersey Fire Protection for the blowout of the dry sprinkler system. Two Hughes bills for HVAC work at \$1,320.00 and \$800.00 will be paid from the Library's operating funds. In addition, the following items will be paid in 2017 from the Library's operating funds:
1. A new ladder with a platform.
 2. Repair of blinds in the meeting room with the purchase of new ones if necessary.
 3. Three new chairs for the first floor Circulation desk.
 4. One new chair for the Business Administrator.
 5. A new refrigerator for the second floor staff room.

A discussion about the \$125 million grant approved by the voters that will be made available by the State of New Jersey for Library construction and improvements was held. Although more information will not be available until later in 2018, the committee agreed that some of the projects the Franklin Lakes Library may apply for include:

1. Carpet replacement in the Children's Department.
2. A new computer table for the Children's Room.
3. The upgrade of 29 computers and related software.
4. Window film for the downstairs windows.
5. Repointing of pavers in the arcade.

It was agreed that estimates for all of the potential projects should be obtained. Trustee Voellmicke suggested that some thought be given to installing outside security cameras. A question was raised if towns that did not received funds the last time a construction grant was offered might be better positioned to receive funds this time around. Director McMahon indicated that this is not known at the present time, but the same administrator has been hired to oversee this grant as was with the previous grant. The process for grant applications will also have to wait until the new Governor is in place.

- C. **Nominating** - the slate of candidates for 2018 Library Board Executive positions will be presented at the December Board meeting. Any Trustee wishing to hold an Executive position should email that request to Trustee Riccobene prior to December 18, 2017.
- D. **Personnel** - the Personnel Committee met in November. Due to the resignation of Gloria Carney, a different staff member, Stefanie Biagi, will be picking up additional hours. Ms. Biagi also anticipates entering Library School in January of 2018. Once she completes the first semester, the Personnel committee recommends reestablishment of the position of Librarian Trainee. In that capacity, she will be learning cataloging and linking as well as working with professional staff in the Reference and Children's Departments.

IX. Friends of the Library Report

Trustee Riccobene reported that the fundraising mailing has gone out to residents. The Friends are still having difficulty securing an Author for a spring author luncheon. The possibility of spending funds to acquire an Author has been discussed but no decision has been made. The venue has been booked. Trustee Riccobene also indicated that the Friends have to recognize the donation received in 2017 from Attorney Stephen Raff. It was suggested that his family name be placed on the mural in the first floor café area, on the spine of one of the open books. Councilwoman Ramsey has been in touch with artist Scott Woods and Director McMahon will follow-up regarding his availability.

X. Director's Report

Director McMahon presented a synopsis of Mike Cerone's presentation on library law to all Trustees as credit to their hours of professional development. The material presented was from the Public Library Director's Summit held on October 24th at the Holiday Inn in East Windsor. Trustees Swist, Strauss, and President Luciano also attended a BCCLS presentation on Library Advocacy Services conducted on November 17th at the Hasbrouck Heights Public Library. This will fulfill the mandatory 7 hours of professional development required by the State.

Director McMahon attended the joint meeting of the BCCLS Executive Board on November 8th in her new role as an elected member.

The BCCLS organization will be submitting their annual letter requesting more funding from the Bergen County Freeholders in 2018. BCCLS Interim Executive Director, Cindy Czesak, is spearheading this effort.

There was discussion about the lack of response from the Franklin Lakes Police Department regarding the Library's request for Active Shooter training. Director McMahon will be following up with Greg Hart.

Director McMahon informed the Trustees that she and two staff members will be meeting with the JIF Attorney on November 28, 2017 regarding the lawsuit filed against the Borough.

XI. Old Business

There were no Union updates.

The sewer work to be completed by Drewes Plumbing will be done on November 27th and 28th, 2017. Kevin Boswell has been notified of when the work will begin so that a representative may be present.

XII. New Business

- A. A motion was made and passed to approve the closing of the Library at 6 p.m. on December 6, 2017 for the annual Tree Lighting Ceremony (Swist, Riccobene).
- B. A motion was made and passed to approve the closing of the Library on December 15, 2107 from 4 to 6 PM for the Staff Holiday gathering (Swist, Leone).
- C. A motion was made and passed to approve the transfer of funds to the Capital account in the amount of \$53,371.10 (Voellmicke, Leone).
- D. A motion was made and passed to approve the renewal of the Siemens Industry contract for three years Year 1 @\$1620.00; Year 2 @\$1.677.00; Year 3 @ \$1,717.00 (Riccobene, Swist).

XIII. Membership Hearing

- A. Vice President Leone suggested that a JIF representative be invited to attend an early 2018 Board meeting. The purpose would be an understanding of what insurance the Library holds.
- B. Trustee Polizzi stated that in the future if the Library begins a construction project to enlarge the Children's Room, the Foundation would need to be started up again. There are some funds left in the Foundation as well as two assigned officers.
- C. Vice President Leone suggested that the Strategic Plan be reviewed at an upcoming Library Board meeting.
- D. Trustee Voellmicke stated that he will be calling Garbarini & Co. to set up a meeting to discuss the Library's auditing process both past and future.
- E. Mr. John Morley visited to distribute flyers for the Franklin Lake Chamber of Commerce.

XV. Adjournment. The meeting was adjourned at 7:30 p.m.

Respectively Submitted,

A handwritten signature in cursive script that reads "Jeffrey Strauss". The signature is written in black ink and extends across the width of the page.

Jeff Strauss, Secretary