

MINUTES

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

October 16, 2017

(Franklin Lakes Public Library)

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

Absent: Ramsey, Riccobene

By invitation: Parete

I–II. Call to Order

President Luciano called the meeting to order at 6:02 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 Mary McClain (Circulation Manager) and Sara Tobias (Children's Librarian) to the meeting as public observers.

V. Public Comments

There were no public comments.

VI. Minutes of Previous Meetings

A motion was made and passed to approve the minutes for September 18, 2017 (Lambrix, Swist).

VII. Treasurer's Report

- A.** A motion was made and passed to approve check numbers 6220 through 6261 (Voellmicke, Leone).
- B.** Trustee Voellmicke discussed financial variances in the January through September 2017 Profit & Loss Budget vs. Actual Report. Income is as expected. Benefits were below budget estimates by approximately 6%. Operations expenses were below budget estimates by approximately 6%. Material expenses were below budget by approximately 7%. Total expenses were below budget estimates by approximately 5%. Personnel costs were under budget, running at about 4% below estimates. Overall, the Library is managing very close to the 2017 Budget.
- C.** Both BCCLS reimbursement and NJ State Aid checks were received in early October 2017.

D. The One Third of a Mil funding for the Franklin Lakes Library in 2018 will result in an increase to the budget of \$14,876.00 over 2017. Trustee Voellmicke reminded everyone that the 2.2% staff increases for 2018 will be approximately \$16,400.00. The Library will still be short approximately \$15,000.00 from the 2015 funding level.

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

VIII. Committee Reports:

There were no committee reports.

IX. Friends of the Library Report

Trustee Riccobene submitted her report via email.

The Fundraising letter was updated from last year to go out in November of this year. The final amount for the Friends' fundraising drive for 2017 is \$18,978.40 with 163 members. Last year it was \$14,944.90 with 168 members. This year's total includes the \$5,000.00 donation from Stephen Raff.

Bevinn Romaine has engaged someone to update the names/years on the Friendship tree in the Quiet Reading Room . The artist has visited the Library twice but still needs to collaborate with Director McMahon or a member of the Friends Executive Board. The Friends' Treasurer's report is as follows:

Checking Account - \$29,529.24
Savings Account: \$5,709.86
2017 pledge remaining: \$1,290.90
Total available funds: \$33,948.20

The final luncheon achieved a profit of \$ 11,447.83. This netted out to be \$72.45 per person vs. last year's \$42.19 per person which the Friends attribute to the three tiered ticket pricing.

The Friends are pursuing a couple of leads from Harper Collins for the 2018 Author lunch. They are trying to acquire a higher profile author but this is proving difficult. They are hoping to schedule the 2018 Author Luncheon for late April or early May of 2018. The next Friend's meeting will be on October 25, 2017 at 5:45 p.m.

X. Director's Report

Director McMahon has been elected to a three year term on the BCCLS Executive Board. The time commitment at a minimum will be a minimum of six meetings per year plus committee obligations.

Brian Peterson has begun a schedule to clean all upholstery throughout the facility. Carpets in the Meeting Room and Children's Preschool area were completed during the Town Festival.

Director McMahon received notification from the JIF attorney that he would like to speak to Director McMahon, Helen Parete and Pat Mack about the incident in February 2017 which resulted in a lawsuit against the Borough. The attorney has not yet returned a phone call. Trustee Voellmicke suggested that the Library should investigate installation of outdoor security cameras. This will be further discussed with the B & G Committee and A.R.R. Management, installers of the new indoor security system.

The Library received the final bill from Atlantic for the buyout of the old copier lease. Sharp will reimburse the Library for this cost.

The security review of the phone system in the Library, approved at the September Board meeting, will take place during the next two weeks.

A new equity fund will be established for donations in memory of Lorraine Gentile. The family has indicated that they would like a memorial to be added to the first floor mural, purchase of adult non-fiction on a variety of topics with bookplates affixed, and installation of a 12" x 12" paver. A private donation was also sent to the Friends for a 4" x 8" paver in memory of Mrs. Gentile (*see XII. New Business*).

Director McMahon is still waiting to hear from the Franklin Lakes Police Department regarding the schedule to conduct Active Shooter training for all personnel. The closing of the Library for this training will be combined with a staff luncheon, with an invitation for all Board members to attend.

Director McMahon reported the following regarding BCCLS:

- A. BCCLS will be seeking an interim part-time Executive Director while the search begins for a permanent full-time Executive Director to replace Marie Coughlin, whose last day is October 30, 2017.
- B. It is anticipated that BCCLS will roll out the online payment system for fines and manual fees via credit or debit cards in January of 2018.
- C. BCCLS is considering a move to a new office location once their lease runs out in March of 2019.
- D. BCCLS will be voting at System Council on October 26, 2017 to approve their new billing formula. If approved, the Franklin Lakes Library will see a decrease of approximately \$4000.00 over three years in their BCCLS yearly bill. BCCLS will also be deciding on a possible quarterly billing cycle as opposed to the bi-yearly that is currently in place.
- E. In addition to Hoopla, BCCLS is contemplating the cancellation of Collection HQ, which is a useful tool for the management and periodic weeding of library collections, and the Evanced Calendar.

XI. Old Business

A motion was made and passed to go into closed session at 6:40 PM to discuss Union updates following a labor/management meeting.

A motion was made and passed to come out of closed session at 7:10 p.m.

XII. New Business

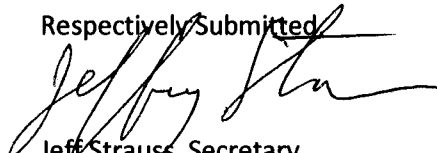
- A. A motion was made and passed to approve the North Jersey Fire Protection estimate (\$2,500) for the flushing of the dry fire prevention system (Polizzi, Leone).
- B. A motion was made and passed to approve continuation of Hoopla on a per usage fee base with a maximum of 4 circulations per month/per cardholder by the Franklin Lakes Library (Polizzi, Lambrix).
- C. A motion was made and passed to approve the creation of an Equity fund for the Lorraine Gentile Memorial (Polizzi, Lambrix) (*see X. Director's Report*).

XIII. Membership Hearing

- A. Vice President Leone inquired about the capital funds for Technology. Director McMahon indicated that these funds would be used once a full or part time Tech Lab employee is hired and a concrete plan is formulated for the Tech Lab.
- B. It was noted that the Buildings and Grounds and Finance committees need to schedule meetings prior to the next scheduled Board meeting.

XV. Adjournment. The meeting was adjourned at 7:13 p.m.

Respectively Submitted



Jeff Strauss, Secretary