

MINUTES

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

September 18, 2017

(Franklin Lakes Public Library)

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

Absent: Polizzi, Strauss

By invitation: Parete

I –II. Call to Order

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

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 requested that Board members sign up for time slots at the Library's booth during the Town Festival on Saturday, September 23, 2017. A sign- up sheet was passed around.

V. Public Comments

There were no public comments.

VI. Minutes of Previous Meetings

A motion was made and passed to approve the minutes for July 17, 2017 (Swist, Riccobene).

VII. Treasurer's Report

- A.** A motion was made and passed to approve check numbers 6135 through 6219 (Voellmicke, Lambrix).
- B.** Trustee Voellmicke discussed financial variances in the January through August 2017 Profit & Loss Budget vs. Actual Report. Income is as expected. Benefits were above budget estimates by approximately 2%. Operations expenses were below budget estimates by approximately 3%. Material expenses were below budget by approximately 6%. Total expenses were below budget estimates by approximately 2%. Personnel costs were under budget, running at about 3% below estimates. Overall, the Library is running very close to Budget.
- C.** 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 reported that the Friends will be meeting on September 19, 2017.

X. Director's Report

Director McMahon reported about two incidents at the Library that occurred in mid-September. On Saturday, September 16, 2017 a motorist in the handicapped parking spot accelerated forward instead of backward and hit the handicapped parking sign, knocking it sideways. A police report was produced and will be picked up by Helen Parete on September 25, 2017. Sometime during the weekend of September 16 and 17 2017, the locked electrical outlet on the outside of the Library was vandalized along with the field electrical box. This incident was reported to the Franklin Lakes Police, the Recreation Department, and the Borough Administrator. Mike Hickey Electric will be engaged to repair the outlet on the outside of the Library building. The Franklin Lakes DPW will replace the broken sign.

Director McMahon informed the Board members about an offer received from our Telephone support contractor, Telecom Support Specialists, for them to review the Library's telephone security and make recommendations to prevent the hacking of our telephone system. The charge would be \$490.00. All agreed that this should be undertaken. Helen Parete will schedule a date with the vendor for the review.

The new Sharp copier has been received and is working out quite well. It is much smaller and quieter than the previous model. Follow-ups will be done with Atlantic to buyout the old lease and to return the old copier. Sharp will be responsible for the buyout cost and the shipping of the old copier. Later in the year, Director McMahon will engage with Sharp for a possible takeover of the Library's IT Support contract from CTGI.

Director McMahon reported that no specific requests from ALA have been received in support of any Libraries affected by hurricanes Harvey and Irma. Director McMahon did request that the Board members approve a donation of the Franklin Lakes Library Play-Aways to the Veterans. All were in favor of this and Librarian Ken Lew will be in charge of this project.

Per Steve Linz of the Borough's Fire Prevention Department, the recommendation is to proceed with the blow out of the dry fire prevention system at the Library. This cost of \$2,500.00 will be included in the 2018 Budget. Capital funds can be used for this project.

2018 Budget planning can begin in October of 2017, once the valuation numbers are received from the Borough.

Director McMahon will begin the process of hiring a replacement Tech Lab Administrator in early October 2017. The job description will be rewritten to include more emphasis on instructional training duties and less emphasis on technical aspects.

Active Shooter training will be scheduled with the Franklin Lakes Police Department once their schedule frees up. It was suggested that the Staff Appreciation luncheon be coordinated for the same day as the Active Shooter training, since the Library will need to be closed for both activities.

The Audit of the Library has been scheduled with Garbarini & Co. for Saturday, January 13, 2017.

It was agreed by all Board members that a deposit fee for the T-Mobile hot spots lending will not be required by patrons.

Director McMahon had much news to report regarding BCCLS:

- A. Marie Coughlin has resigned as the Executive Director of BCCLS effective October 31, 2017. The BCCLS Executive Board will begin the search for a new Executive Director. The Executive Board will hire an

Interim Executive Director while the search is in progress. Until the Interim Executive Director position is filled, Eric Lozauskas will be the acting Executive Director. Director McMahon explained that BCCLS Executive Board members are elected and can self-nominate. The old system of rotating Executive Board members from all member Libraries is no longer in place. Director McMahon will be in the running for an Executive Board position in 2018. Kurt Hadler, BCCLS Executive Board President, has requested that all BCCLS Committee chairs remain in their positions through July 2018. Director McMahon will remain as chair of the By-Laws committee until that time.

- B. The BCCLS office is considering a move out of their current location in Hackensack to a different location in Bergen County by 2019 to save on rental costs.
- C. As of October 1, 2017, the Hoopla service will be cancelled by BCCLS. This cancellation is due to serious budget issues at BCCLS. Any member Library is eligible to continue this pay per use system under their own contract with Hoopla (*see XI. Old Business*).
- D. BCCLS billing for 2018 is still under discussion. It is expected that the 2018 bill for Franklin Lakes will be less than that of 2017. It was noted by Director McMahon that BCCLS is not expanding by adding any new Libraries. Therefore, they are not seeing an increase in funds. Also, more libraries have taken over management of their own computer systems, not paying BCCLS for this service. This also results in less funding for BCCLS.
- E. Director McMahon anticipates sending the Library Staff to Customer Service training which will be offered in the near future.

XI. Old Business

- A. Trustee Riccobene reported that there were many issues securing the correct insurance forms for the Paws for Reading dogs to be included at the Library's Town Festival booth. There is one dog confirmed for the Festival with the possibility of one or two more. The Caricaturist is all set to attend the Festival. Librarian Sara Tobias will be in charge of the Library's involvement in the Festival.
- B. There was discussion about the Franklin Lakes Library continuing the Hoopla service, with the Library bearing the cost of the service (*see X. Director's Report*). It was agreed by all Board members that the Hoopla service should be continued, with a limit of 4 items per cardholder per month. Director McMahon distributed an annual review of Hoopla usage, created specifically for Franklin Lakes, which supported this decision. It is expected that the total cost through the end of 2017 would be between \$4,000.00 and \$5,000.00. Funds previously allocated to eBooks will be utilized to fund Hoopla.

XII. New Business

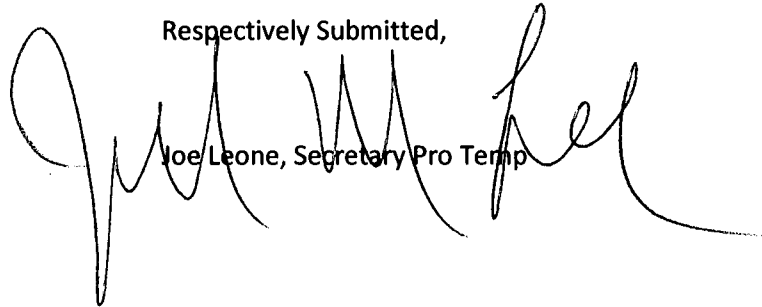
- A. A motion was made and passed to approve the hiring of Meghan McGuire, Abigail Gonzalez and Svetlana Simantov as Library Pages (Riccobene, Swist).
- B. A motion was made and passed to approve the T-Mobile contract for Hot Spot lending (Riccobene, Swist).
- C. A motion was made and passed to approve the 2018 Library Board Meeting dates (Voellmicke, Swist).
- D. A motion was made and passed to approve the 2018 Library Holiday closings (Swist, Leone).
- E. A motion was made and passed to approve the renewal of the yearly contract for cleaning services with JanPro for 2018. There was no change to the monthly cost of \$1,695.00 (Riccobene, Leone).

XIII. Membership Hearing

- A. Vice President Leone requested that music CDs be considered carefully during the 2018 budget planning process. Circulation of the music collection has been steadily on a downward trend.
- B. Council Liaison Ramsey requested that a day be set up for the senior citizens of Franklin Lakes to come and view- the Local History collection. Council Liaison Ramsey will work with Librarian Jackie Bunker-Lohrenz to set up this event.
- C. Director McMahon will be on vacation starting at 1:30 p.m. on September 19, 2017 and will return to the office on Monday October 2, 2017.

XV. Adjournment. The meeting was adjourned at 7:22 p.m.

Respectively Submitted,

A handwritten signature in black ink, appearing to read 'Joe Leone', is written over the typed name. The signature is fluid and cursive, with a large initial 'J' and 'L'.

Joe Leone, Secretary Pro Temp