

MINUTES
MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
March 18, 2024
(Franklin Lakes Public Library)

Present: Fink, Kahwaty, Kampschmidt, Leone, Luciano, Maceri, McCarthy, Penna, Strauss, Swist, Vartabedian

Absent:

By Invitation: DeLuccia, Parete, Doyle

I. Call to Order

President Leone called the meeting to order at 6:02 P.M.

II. President's Announcement Regarding Open Meeting Act

President Leone 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*, *The Record* and has been posted on the Library bulletin board and filed with the Franklin Lakes Municipal Clerk. Electronic notice of this meeting has been provided by posting notice on the Library's website, www.franklinlakeslibrary.org. All information pertaining to the meeting, including how the public may participate and submit public comments, has been made available on the Library's website. This meeting will be recorded with audio only.

III. Roll Call

Roll Call was taken.

IV. President's Announcements

President Leone noted the start of renovations to the meeting room, gallery, and foyer, as well as the excitement of the staff and residents.

President Leone welcomed new staff members Jeremy Doyle and Sara Ketterer.

President Leone noted that some of the furniture for renovations was purchased through the library's P&L.

President Leone noted the return to normalcy regarding programming numbers, and the ongoing trend of an increase in eBook circulation vs a decrease in print book circulation. He noted that it is "time to get back to business", and commented that the activity from the First Amendment Audit has quieted down, per the police chief. Mayor Kahwaty commented that he has not heard any new activity regarding the audits. President Leone also commented that two articles regarding the incidents were published, with little to no reaction.

V. Public Comments

Library employees Laura Henderson, Mary McClain, and Christina Tillsley attended as members of the public. No public comment was given.

VI. Minutes of Previous Meetings

- A.** A motion was made and passed to approve the minutes for February 26th, 2024 (Kahwaty, Kampschmidt). Vote was unanimously approved.

VII. Treasurer's Report

Trustee Strauss discussed financial variances in the February 2024 Profit & Loss Budget vs. Actual Report. Income was above budget estimates by 0.83%. For the months of January through January 2024, Benefit Expenses were above budget estimates by 6.17% and Personnel Expenses were below budget estimates by 0.9%. Material Expenses for the same time period were below budget estimates by 21.95% and Program expenses were above budget estimates by approximately 2.87%. Operational Expenses were below budget estimates by 5.61%. Total expenses were below budget estimates by approximately 4%.

- A.** A motion was made and passed to approve check numbers 3794 through 3830 (Strauss, Luciano). Vote was unanimous for approval. Clarifications regarding check # 3800 and check # 3806 were made.
- B.** It was noted that the library was running on a deficit for the month of February, due to purchase of furniture. However, purchases are still on track for the two month schedule of spending set prior to 2024.
- C.** It was noted that hourly employees ran over budget for February by \$8,000 and salaried employees ran under budget by \$9,500. An analysis was requested.
- D.** The audit report findings for 2023 will be discussed by the Finance Committee within the coming week.

VIII. Committee Reports:

- **Policy** - Trustee Penna reported that, regarding the First Amendment audit concerns, adjustments were made and statements were prepared both for patrons and anyone claiming to be a First Amendment auditor. A preliminary agreement form for anyone requesting to film in the library was drafted, and sent for legal advisement.
- **Renovation** – Trustee Vartabedian expressed his excitement at the progress made with the current stage of renovations. Foyer, meeting room, and hallway are on schedule to be completed by April 12th. A conflict of interest was noted regarding the acquisition of permits, but was resolved with assistance from Mayor Kahwaty. Trustee Vartabedian noted the Foundation working on potential fundraising opportunities to continue

funding renovations, including a car raffle. Logistics for having a benefactor's name placed on the building was discussed, including time limits for such donors. A meeting has been set with the project designers to discuss the potential ideas for phase 2 of renovations. Community outreach for feedback regarding library services that can be expounded upon via the renovation were discussed. Logistics of new doors for the foyer were discussed, with the potential of sliding doors to prevent seasonal issues.

- **Technology, Building & Grounds** – Trustee Kampschmidt picked up the engraved pavers, which are currently being stored in the library. Stones are just waiting to be placed, and the project is completed. A grand opening program was suggested for May. It was noted that a waterline would need to be placed under the sidewalk by the front door for the sprinklers, as the current line was cut.

Library is waiting for letter from the engineer regarding the air conditioner units and HVAC repairs.

- **Personnel** – Matters were to be discussed during the Executive Session

IX. Friends of the Library Report

Vice-President Luciano discussed emails and promotions for upcoming the upcoming author visit, to make sure they were sent out. Friends meeting will be held the following day.

X. Director's Report

Director Fink expressed her excitement at renovation progress, and discussed the library's work to redirect patrons to an alternate entrance while work is underway. A staff photo portfolio has been created to document the progress of renovations.

Director Fink is meeting with Sharp to update security cameras and phone systems, as current systems are not up-to-date and lack necessary functions. A quote will be created for new services following the meeting.

Director Fink discussed a mandatory training session for handling First Amendment audits held by the MEL at Borough. The presenter provided handouts and additional material for staff and patron reference. President Leone asked if all staff attended, and it was discussed by Director Fink that about half of the staff attended. Issue to be addressed further by Personnel Committee.

Director Fink noted that program numbers are up from last year, Ken Lew's tech programming is catching on, and children's programs were hosted at the ambulance core. Director Fink especially noted the creativity and innovative thinking of Megan Rothlauf and Jennifer

Boschetti, which allowed for equal attendance numbers to last year, despite the renovations causing interference.

Director Fink noted that physical material circulations are down, but digital material circulation is up by about 30%. It was discussed that children's material is also up in circulation, but adult readers are favoring digital materials and eBooks.

XI. Old Business

There was no old business for discussion.

XII. New Business

A resolution was passed in recognition of Helen Parete for exemplary work in service of the Franklin Lakes Public Library (see attached resolution)

XIII. Executive Session

A motion was made and passed to enter Executive session at 7:03 PM (Penna, Luciano).

A motion was made and passed to return to open session at 7:24 PM.

XIV. Membership Hearing

The April 2024 Board meeting will be held via Zoom.

XV. Adjournment

The meeting was adjourned at 7:26 PM.

Respectively Submitted, Peter Swist, Secretary