

# Worth-Pinkham Memorial Library

## BOARD OF TRUSTEES MEETING

April 18, 2022 at 7:30pm

### MINUTES

1. Call to Order & Attendance in Accordance With the Open Public Meeting Act

Meeting called to order at: 7:33PM

In attendance: D. Policastro, J. Mongelli, P. Crossley, M. Taylor, H. Crowley, C. Richards, J. Clutterbuck are present in the building and H. Turk is present via Zoom.

Not in attendance: D. Mardy, L. Surz, K. Clark, J. Bielen

2. Minutes of 3/21/2022 – Regular Board Meeting

Motion to approve: P. Crossley

Seconded: H. Crowley

3. Public Session

Time opened: 7:34

Time closed: 7:35

4. Correspondence

None

5. President's Report

John Mongelli

None

6. Vice President's Report

Hugh Turk

None

7. Treasurer's Report

Herman Crowley

Capital Account Balance: \$119,897.65  
Operating Account Balance: \$34,765.68  
Total: \$154,663.33

Bills List Total: \$20,585.42  
Motion to Approve: H.Crowley  
Seconded: J. Clutterbuck

- All bills, with the exception of the BCCLS 2nd quarter payment and a mixed bill from the town for Q4 and Q1 building maintenance and repairs are routine.
- The Borough has agreed to issue the check within the second month. Bill Jones or the finance office should be contacted if that is not the case.
- M. Taylor has provided B. Jones with a list of the dates she will need the bills by this year.

8. Secretary's Report

Caroline Richards

None

9. Director's Report

Morgan Taylor

- A. Circulation and Collections: March - 2,932 which was higher than February, but lower than last year. The collection continues to be tailored to current needs.
- B. Facilities: The DPW has addressed the damage from the October leak above the New Adult shelves and dealt with issues from the April 7th storm including clean up in the Children's Room and replacing the tarp on the roof.
- C. Finance: We received a Borough close out check from 2021 for \$52,031.59 (held from staff salaries and insurance) and the first quarter of 2022 for \$54,634.50.
- D. Programming and Displays: This was a big programming month with 322 total participants across 19 programs. Much of this is attributed to the "Strong Female Showdown" a bracket through which the community voted on female main characters from literature. "Getting Help with Senior Care" was a

successful hybrid program and the board thinks perhaps this could be repeated as there is need for in the community. Youth Services involved the NJ Makers' Day event for STEAM and maker culture.

- E. Personnel: One of our library assistants resigned. Her last day was 4/7 and M. Taylor has divided her hours among current staff for the moment and is looking to hire two to three additional people.
- F. Community Engagement: A troop of Daisy Scouts met at the library working on their "Considerate and Caring" petal.
- G. NJ Libraries: at the 3/31 BCCLS System Council meeting, there was a presentation on NJLA's advocacy work focused on increasing Per Capita State Aid support. The initial number in 1959 was 1.13/resident and then in 2010 was reduced to 0.43/resident and it was flat funded until '22 when it increased to 0.46/resident.
- H. 2022 Q1 Highlights: Foot traffic is up this year over last. Details offered on computer users, website visits, physical materials added PD hours and more.
- I. Youth Services: Juvenile Fiction circulation total was 1329. YA was 64. 58 titles added to the Juvenile collection and 28 titles added to the YA collection. Progress continues on the weeding project. 70 children participated in programs and 7 volunteer hours. Visits were made to the kindergarten and 2nd grade classes. On 4/19 the library is hosting two 8th grade civics students for their project involving a PJ story hour. Additionally, kindergartners and 1st graders will be coming to the library on field trips in May.

10. Council Liaison

Dane Policastro, Councilman

None

11. School Liaison

Diane Mardy, Superintendent

None

12. Committee Reports:



14. New Business

a. Review: Collection Development Policy

J. Clutterbuck moves to approve the change to the Request for Reconsideration of Library Materials form which is updated to stipulate that the person making the request must be a HHK resident. Additionally, the form will ask resident to provide ISBN#. H. Crowley seconded. All approved.

b. Review: By-Laws of the Library Board of Trustees

- i. M. Taylor will check statute re: adding a non-voting trustee
- ii. J. Mongelli we will look into whom is required to be bonded
- iii. M. Taylor will confer with other area libraries regarding how they provide notice for their public meetings
- iv. M. Taylor will incorporate changes and this will be up for vote at the next meeting.

At 9:23, J. Clutterbuck moved to close the open session and J. Mongelli seconded. J. Clutterbuck moves to open the closed session and J. Mongelli approves.

15. Closed Session (if needed)

See separate minutes

16. Adjournment

Vote to adjourn: J. Clutterbuck at 9:35

Seconded: H. Crowley

Time of Adjournment: 9:35

**Date of Next Meeting:** Monday, May 16 at 7:30pm