

# Worth-Pinkham Memorial Library

## BOARD OF TRUSTEES MEETING

January 22, 2018

7:30pm

### AGENDA

1. Call to Order & Attendance in Accordance With the Open Public Meeting Act at 7:35pm. J. Mongelli, G.Kaser, H. Crowley, J. Clutterbuck, H. Turk and C. Richards were in attendance. L. Surz, P. Crossley, D. Mardy and T. Fiato were not preset.
2. 2018 Reorganization
  - A. H. Crowley and H. Turk are elected trustees as of 2018 for five-year terms. J. Clutterbuck moves to maintain the current positions for the trustees by J. Clutterbuck. Seconded by H. Crowley. All in favor. H. Crowley, H. Turk, C. Richards and J. Mongelli were sworn in.
  - B. Resolution to Authorize Check Signatories  
J. Clutterbuck moves that in the event at any scheduled meeting a quorum is not present that he treasurer and director be authorized to sign checks for the bills for that current month and to be ratified at the next regular meeting where a quorum is obtained. H. Turk seconds. All in favor.  
  
The signatories for the the capitol account are H. Crowley and J. Mongelli.  
The signatories for the operating account are H. Crowley, J. Mongelli and G. Kaser.
  - C. Bank Accounts
  - D. Bill Payments
  - E. Appointments
    - a. Auditors: Ferraioli, Wielkocz, Cerullo & Cuva, P.A.
    - b. Newspaper of Record: Town Journal

F. Petty Accounts

H. Turk moves to have the appointments remain as Ferraioli, Wielkotz, et al., the newspaper of record remain the Town Journal. and the petty cash remain as it is and the certification of Agreement with BCCLs remain as J. Mongelli and G. Kaser. H. Crowley seconded. All in favor.

3. Minutes of 11/20/17 Regular Meeting

J. Clutterbuck moves that the minutes of 11/20/17 be approved. H. Crowley seconded. All in favor.

There was no December meeting as a quorum couldn't be obtained.

4. Public Session

Opened and closed at 7:45pm as there was no public in attendance.

5. Correspondence

The O'Keefe family (Winnie and Sean) gave the library a donation of \$2,500. G.Kaser sent a thank you note.

6. President's Report

John Mongelli

None

7. Vice President's Report

Hugh Turk

None

8. Treasurer's Report

Herman Crowley

As of 12/1/17 the total for both accounts was 131,483.91 comprised of \$57,394.31 in the Capital and \$74,089.60 in the Operating.

The bills list includes the plant charges for the Scout project and the 6-months payment for annual BCCLS membership. J. Clutterbuck moves to approve the bill payment list for the months of December 2017 and January 2018. H. Turk seconds. All approve.

The utilities – electric and gas. The library was not billed for November, so the December bill was higher as a result. Starting January 2018 the library

will be charted for usage rather than cost.

For repairs and maintenance, the library is over budget. Budgeted \$4,000 and spent \$8,911.12. The library is on target for payroll.

Approval for the proposed 2018 budget will be held until February.

H. Crowley makes a motion to approve the 2018 Proposed Salary Budget. H. Turk seconds. All approve.

9. Secretary's Report  
None

Caroline Richards

10. Director's Report

Gretchen Kaser

Circulation and Collections: In summary, the monthly traffic this month is pretty much in keeping with this time last year. Annual traffic 6% increase over 2016 – the highest increase on record. The 2017 circulation numbers are the highest since 2013. G. Kaser notes a drop in print magazine circulation and has cancelled accordingly. Program attendance for the year was 2,648 people over 241 programs. Most of these were children (2,281). 186 people registered for new W-P library cards – about 54% of the community.

**Finance:** G.Kaser applying to LibraryLinkNJ's "Rent-A-Consultant." If W-P gets it, monies will be applied to marketing to help extend library's reach. Rolling admissions.

**Community Outreach:**

G.Kaser has applied to be a Contemporary Club beneficiary.

The little lending library is slated to be installed in the spring and G.Kaser is considering an installation ceremony during national library month. Discussion around highlighting it by displaying in the library leading up to its installation.

**Programming:** Programming is going well and W-P is continuing to schedule collaborative programs with other libraries. Upcoming local events include

chair yoga and what to do in an emergency. Looking to add a collaborative book club with Glen Rock and Ridgewood; this will be tailored to millennials.

**Technology:** regarding the proposed lending policy for the library's new Launchpads, the suggestion was made to raise the replacement fee for the accessories from \$5 to \$15. H. Turk moves to approve the policy as written up by G. Kaser, including the price increases as discussed. J. Clutterbuck seconds. All approve.

**BCCLS/State News:** The new delivery service between libraries has been problematic. BCCLS is working on resolving the issue.

**Personnel:**

The chart reflects the removal of one position. G.Kaser recommends we eliminate the position of library assistant/tech services as of second quarter of 2018. There is not enough work to necessitate the position. Most other libraries have eliminated this already as BCCLS has been handling more and more of these tasks. Absorbing the remaining responsibilities can be easily handled through existing positions. This will offer a roughly \$12,000 savings. J. Clutterbuck moves to eliminate the position of Library Assistant/Tech services based on the reasons outlined by G. Kaser's proposal, effective April 1, 2018. H. Crowley seconds. All approve.

11. Council Liaison  
None

Thomas Fiato, Councilman

12. School Liaison  
None

Diane Mardy, Superintendent

13. Committee Reports:

A. Personnel Committee-  
None

B. Finance Committee-  
None

C. Library Strategic Plan-  
None

D. Sub-Committee –

a. Title Search Committee-

The survey should begin this week.

E. Policies and Procedures Committee

None

F. Building and Grounds-

None

14. Old Business

None

15. Closed Session: None.

J. Clutterbuck moves to adjourn at 9:09pm

**Date of Next Meeting 2/26/2018**