

Worth-Pinkham Memorial Library

BOARD OF TRUSTEES MEETING

January 24, 2022 at 7:30pm

Minutes

1. Call to Order & Attendance in Accordance With the Open Public Meeting Act at 7:34pm

In attendance: J. Mongelli, D. Policastro, H. Turk, P. Crossley, H. Crowley, L. Surz, K. Clark, M. Taylor, J. Bielen, and J. Clutterbuck

Absent: C. Richards and D. Mardy

2. 2022 Reorganization

- a. Election of Officers and Resolution- J. Clutterbuck made a motion to keep all existing officers the same. P. Crosley second, all in favor, motion approved.
- b. Resolution to Authorize Check Signatories - J. Clutterbuck made a motion to keep existing bank accounts at Valley Bank Ho- Ho- Kus H. Turk second, all approved, motion passed.
- c. Bank Accounts-
H. Crowley resolved that the following officers are empowered to sign on the Ho-Ho-Kus Worth-Pinkham Memorial Library Operating Account number 007900165 at Valley Bank: President John Mongelli, Treasurer Herman Crowley, Director Morgan Taylor. For checks \$500 and under, any one signature of the above is required. For checks over \$500 any two signatures of the above are required. The resolution was seconded by H. Turk. All in favor, motion passed.

H. Crowley resolved that the following officers are empowered to sign checks drawn on the Ho-Ho-Kus Worth-Pinkham Memorial Library Capital Account 0079001657 at Valley Bank: President John Mongelli, Vice President Hugh Turk, Treasurer Herman Crowley. For checks \$500 and under, any one signature of the above is required, and checks over \$500 shall require the signatures of any of the two above. The resolution was seconded by H. Turk. All in favor, motion passed.
- d. Bill Payments- H. turk moved to continue the process to approve the monthly bills, H. Crowley second, all in favor, motion passed.
- e. Appointments
 - i. Auditors: Weilkotz & Company, LLC
 - ii. Newspaper of Record: Town Journal

H. Turk moved to keep these appointments the same. J. Clutterbuck seconded. All in favor, motion passed.

- f. Petty Cash Account: \$115.00 – J. Clutterbuck moved to keep \$115.00 in petty cash, H. Turk seconded. All in favor, motion passed
 - g. Certification of Agreement with BCCLS –J. Clutterbuck moved to approve, H. Crowley second, all in favor, motion passed. The agreement was signed by J. Mongelli and M. Taylor
- 3. Minutes of 12/20/2021 – Regular Board Meeting – P. Crossley moved, L. Surz seconded. All in favor, motion passed.
 - 4. Public Session- Opened at 7:49, seeing no public in attendance, closed at 7:49
 - 5. Correspondence - None
 - 6. President’s Report - J. Mongelli officially welcomed Keri Clark, who is attending her first meeting as the Mayor’s Alternate.
 - 7. Vice President’s Report - None
 - 8. Treasurer’s Report – H. Crowley reported \$114,867.77 in Capital account and \$53,300.05 in Operating account. Electric and gas usage were on par, but lower this year than last year. Bills total for the month was \$11,655.37.

Motion to approve January bills was made by J. Clutterbuck, seconded by P. Crosley. All in favor, motion approved.

- 9. Secretary’s Report- None
- 10. Director’s Report
 - a. Year in review:
 - Circulation of children's books reached an all-time high with an increase of 62% over 2020! Year total on all circulation materials 41,450.
 - Total foot traffic 20,245.
 - 159 New Library Cards.
 - 115 Public Computer Sessions.
 - Total Programs Held 164 and Total Attendance 1,207.
 - b. January Director’s Report:
 - Circulation had an 8% decrease from the previous month.
 - Finance: The Contemporary Club donated \$828.66 and M. Taylor asked to use that money to update children’s non-fiction.

P. Crosley moved to appropriate the money to be used for updating the Children's non-fiction collection, H. Turk second. All in favor, motion passed.

Facilities: The DPW received the results from the air quality test and shows no abnormal mold. New signage was added in the Children's Room.

Personnel: One of our Circulation Assistants resigned and his last day was January 15. Ads have been posted, several applications have been received, interviews held in the next week or so.

- c. Youth Services: Jillian reports due to Omicron variant all crafts will remain take home for January. Picture books, juvenile biography, and fiction sections have been moved to make the picture books more accessible for smaller children. The first summer reading event has been booked for August.
11. Council Liaison- D. Policastro would like to present library cards to any members of the Mayor and Council who do not already have them. M. Taylor agreed to review and plan for that.
 12. School Liaison- None
 13. Committee Reports:
 - A. Personnel Committee- None
 - B. Finance Committee- None
 - C. Library Strategic Plan- None
 - D. Sub-Committee
 - a. Title Search Committee- Letter to Attorney/Executor of the Estate of Hester Van Buiten
M. Taylor suggested that this sub-committee be dissolved. A motion was made by J. Clutterbuck, seconded by H. Turk. All in favor, motion passed.
 - E. Policies and Procedures Committee- None
 - F. Building and Grounds- None
 - G. Friends of the Library- None
 14. Old Business- None
 15. New Business- Discussion about proper term appointments for Board Members. Per the Borough Attorney, J. Mongelli's term was renewed for one year and J. Clutterbuck was renewed for two years. H. Turk mentioned that this seems off and we need to correct. M. Taylor has been reviewing past minutes from Board meetings to review the history.
 16. Closed Session- J. Clutterbuck moves to go to closed session at 8:35pm. H. Turk seconds. J. Clutterbuck moves to conclude closed session at 8:51pm and H. Turk seconds.

17. Adjournment – 8:52pm

J. Clutterbuck moves and H. Turk seconds. All in favor, meeting ends.

Next Meeting: Monday, February 28 at 7:30pm