

Worth Pinkham Memorial Library
Board of Trustees Meeting
January 27, 2020
7:30 PM
Minutes

1. Call to Order & Attendance: J. Mongelli called the meeting to order at 7:33PM. J. Mongelli, A. Harvey, G. Corsillo, H. Crowley, J. Clutterbuck, D. Mardy, C. Richards, were present. D. Policastro, P. Crossley. H. Turk and L. Surz are not present.
2. Approval of the 12/16 /19 Regular meeting minutes and the 12/20/19 special meeting minutes: J. Clutterbuck moves to approve and D. Mardy seconded.
3. 2020 Reorganization
 - a. J. Clutterbuck moves to nominate those officers currently holding the positions to stay on in their existing roles. H. Crowley seconded. All in favor.
 - b. C. Richards will see Joan at the boro to sign her Oath of Office
 - c. J. Clutterbuck moves to nominate the same signatories of checks as existing. C. Richards seconded. All in favor.
 - d. J. Clutterbuck moves to maintain Valley Bank as the depository for our operating and capital accounts. D. Mardy seconded. All in favor.
 - e. J. Clutterbuck moves to authorize that H. Crowley may sign checks in an emergency situation or if the trustees have not met. C. Richards seconded. All in favor.
 - f. J. Clutterbuck moves to appoint the auditor. H. Crowley seconded. All in favor
 - g. J. Clutterbuck moves to appoint the Town Journal as the newspaper of record. H. Crowley seconded. All in favor.
 - h. J. Clutterbuck moves that the board is able to keep up to \$115 at any point in time in its petty cash account. H. Crowley seconded. All in favor.
 - i. J. Clutterbuck moves to accept the certification of agreement with BCCLS. H. Crowley seconded. All in favor.
4. Public Session: No public in attendance - opened and closed at 7:44PM
5. Correspondence: None
6. President's Report: J. Mongelli
 - a. The Mongelli family has donated a 10 foot artificial evergreen tree for the library to use at holiday time.
7. Vice President's Report: H. Turk - None
8. Treasurer's Report:

- a. Balances: As of 12/31 the balance in the Capital Account was \$81,819.57, and in the Operating Account the balance was \$54,647.53. This reflects the \$30K transfer discussed at the 12/16/19 meeting.
- b. Bills List:
 - i. A quarterly payment of \$6,406.71 to BCCLS is included in this month's bills.
 - ii. The board has not yet gotten a complete bills list from the town for December 2019. Likely we will have this next month.
 - iii. J. Clutterbuck moves to pay the bills list as reflected in the January Director's Packet. H. Crowley seconded. All in favor.
 - iv. Electric and gas usage is pretty much running the same as they did last year.
 - v. The Budget for 2020 is fairly similar to that of 2019 and right now reflects only the January bills list. We have not yet gotten a payroll report; there has only been one payroll. The next is on the 30th.
- c. The board is expecting a check from the boro after their meeting on 1/28/20.

9. Secretary's Report: C. Richards - None

10. Director's Report: G. Corsillo

- a. December traffic and circulation were a little down over last December, but snow days could be the factor. Total December circulation = 2,552 , and our total circulation for the year was 37,509.
- b. In 2019 we had the highest program attendance we've ever had. This was true across all demographics.
- c. 55% increase in digital circulation; this could be due to the HHK library purchasing their own materials.
- d. BCCLS news - BCCLS is rolling out uniform loan periods and auto-renewal for all libraries. This should eliminate frustration for patrons.
- e. Facilities
 - i. the new parking ordinance was approved, but we are waiting on signs.
 - ii. The Borough has been working with Lime Energy on an incentive program for new energy efficient lighting and HVAC systems. The Borough expects the library to pay for this. The architect needs to know that this is under consideration as we do not want to conflict with what he is planning, or do something that has to then be redone. It needs to be compatible. The benefit to us is that the contract will be available to us at a lower price than out on the open market. This is also an energy efficient system, so it is expected that monthly energy costs will go down. The Borough and Lime Energy would like an answer as soon as possible. A representative from Lime did come through the library to see what would be best for this space. The cost would be \$24,137.61. If done now, there is 5K savings. There is concern that the architect should see this proposal and comment to ensure that it makes sense. G. Corsillo will

Speak to architect

11. Children's Librarian's Report: A. Harvey
 - a. December programs were robust.
 - b. Summer reading planning is underway.
 - c. To help build awareness and excitement about the library, there was discussion of how to promote the children's programming events through the Friends, and also through the HHK school's program, "HHK Now." A. Harvey will reach out to D. Mardy to discuss a segment to begin.

12. Council Liason: Dane Policastro - None

13. School Liaison: D. Mardy -
 - a. The school board will not be switching their meetings to Wednesdays; they will remain on Tuesdays.
 - b. D. Mardy and A. Harvey will collaborate about HHK Now reporting as a way to help keep the school community updated about library work and plans.
 - c. D. Mardy also suggests reaching out to the community through the HHK Waldwick CoOp.
 - d. STEAM Lab construction is moving along on schedule to open just after April break. Perhaps the library will use the same furniture person (from the Borough) as he provides samples for testing. Reach out to D. Mardy for name when we get closer.

14. Committee Reports: None
 - a. Personnel Committee
 - b. Finance Committee
 - c. Library Strategic Plan
 - d. Sub Committee
 - e. Policies and Procedures
 - f. Buildings and Grounds

15. Old Business: None

16. New Business: None
 - a. Approval of 2020 operating budget and salary schedule - there are very few changes. The main things are we have a separate line for payroll administration (\$2400), and E-content and data bases have been split into two different line items. This will make it easier for us to track. The salary schedule reflects a 2% increase across the board. Typically, this goes into effect on March 1, but for one employee it will be October 1st, to mark her date of hire. This budgeting will take the minimum wage increase into account. We are currently hiring people at a competitive rate.
 - i. J. Clutterbuck moves to approve the 2020 budget as per page 23 of the Board Packet. D. Mardy seconded. All in favor.

- ii. J. Clutterbuck moves to approve the 2020 salary schedule as per page 24 of the Board Packet. D. Mardy seconded. All in favor.

- b. Roughly 70 hours of work by the architect will be required to help the Board with the grant application. His proposal, on page 25 of the packet, is for \$7,500. This is in addition to the \$2,500 fee the Board approved on the 12/20/19 special meeting. He has provided a grant application document checklist to help streamline communication between the Borough's grant writer, Arcari & Iovino and the Library. Deadline for the application is April 9, 2020. G. Corsillo has been working regularly with the Borough grant writer.

The council will be signing the resolution tomorrow night, 1/28/20.

J. Clutterbuck moves to authorize Anthony Iovino to perform the services outlined in his engagement letter of January 17, 2020, and to pay his fee of \$7,500 upon being billed. H. Crowley seconded. All in favor.

D. Mardy makes a resolution to approve the Resolution to Apply for Funds. H. Crowley seconded. All in favor.

c. Circulation Policy

J. Clutterbuck moves to adopt the Circulation Policy as shown on pages 30-32 of the Board Packet. H. Crowley seconded. All in favor.

d. Proposed Policy Addition:

Tabling until the February meeting so we can research more precise language.

e. Direct Install Program

Tabling until the February meeting until we have more information from the architect.

17. Motion to Adjourn

J. Clutterbuck moved to adjourn the meeting at 9:16PM.

Next Meeting: 2/24/2020