

Worth-Pinkham Memorial Library

BOARD OF TRUSTEES MEETING

October 15, 2018

7:30pm

Minutes

1. Call to Order & Attendance in Accordance With the Open Public Meeting Act at 7:35pm. John Mongelli, Hugh Turk, Herman Crowley, Jeff Clutterbuck, Diane Mardy, Patricia Crossley, Leann Surz and Alyssa Harvey were in attendance. Caroline Richards and Tom Fiato were not present.

2. Minutes of 10/15/18 Regular Meeting – Jeff Clutterbuck and Herman Crowley moved to approve with the correction of the Author Wendy Mass name misspelled. All in favor with that correction.

3. Public Session

Opened at 7:35pm and closed at 7:35pm

4. Correspondence

None to report

5. President's Report

John Mongelli

None

6. Vice President's Report

Hugh Turk

None

7. Treasurer's Report

Herman Crowley

Capital Account: \$48,346.11

Operating Account: \$76,412.09

Total: \$124,758.20

Budget pretty much in line with projection. Final 30K to receive from Boro in November.

Omit "Profit and Loss" from report title and just use "Budget vs Actual" instead.

Bills list reviewed: \$10,038.03 out of operating and \$0.00 out of capital.

Electric about the same, gas usage little if any.

Jeff Clutterbuck moved to approve the bills list for October 2018. H.

Crowley seconded. All approved.

8. Secretary's Report

Caroline Richards

None

9. Director's Report

Gretchen Kaser

Monthly traffic and circulation down a little but nothing unusual.

EBCCLS doing better with Overdrive.

The library received a check for \$1,452.00 from the HHK Contemporary Club. Gretchen sent a thank you note.

Next Friday is the Haunted House and Costume Contest. Trick or Treating candy in the library on Halloween for little kids.

The DPW has temporarily fixed the stone wall.

The huge pumpkin exploded and made a huge mess.

Lots of spiders in the library so pest control used eco-friendly spray and is working so far.

Alyssa reported she wants to start "Silly Saturday" and "Rhythm and Read" in January.

“Baby Time” has been very successful.

11:45 is Preschool Story Time currently which is coordinated with the preschool dismissal time. Trying to find perfect time...maybe 1:00 before older siblings come home.

Biggest BCCLS cost coming for delivery service. Estimated around \$9000 per library, use Bergen County Grant money for \$1000 of it so cost would be \$8000. We really need this delivery service, not moving forward would hurt library. Working on delivery of 1-2 day turnaround.

All costs are definitely going up. We should reassess charge back. Personnel, admin. costs etc., DPW costs are outrageous compared to other towns.

10. Council Liaison

Thomas Fiato, Councilman

None

11. School Liaison

Diane Mardy, Superintendent

School wants to do other grade level library cards. Apparently 5th grade was missed so wants to get them all library cards and turn into a community thing.

Separate spending proposal in the ballot again. A lot of info on the school website. Some people sending anti letters.

12. Committee Reports:

A. Personnel Committee-

None

B. Finance Committee-

None

C. Library Strategic Plan-

None

D. Sub-Committee –

a. Title Search Committee-

J. Clutterbuck queries if there have been any further grants that the state is giving for libraries. G. Kaser thinks that Spring is a more likely time that the program will be opened.

E. Policies and Procedures Committee

None

F. Building and Grounds-

Covered above

13. Old Business

John Mongelli had a discussion with Scott Wolf who is on the committee to rejuvenate St. Barts and they are not interested in selling property. Boro should take the idea of having that property off the master plan...John Hanlon still thinks it's a viable option.

Scott Wolf would like to help with friends of the library, funding or something. Ask Caroline to reach out.

14. New Business – Special hours for preparation of the haunted house, library will close at 1pm. Hugh made the motion, Diane seconded, all in favor.

Joe Citro asked for Capital Improvements budget. 5 year plan due November 16. Included should be project name, estimated costs and estimated completion time. Break down cost per year. Speak to Architect regarding the 3 million dollars for the expansion regarding costs involved like furnishings, building material any fees associated with permits, etc.

Changes to Personal Time Off (PTO) and Personnel manual. See attached handout from Gretchen. Need approval for new policy and procedures as set forth on page 16 of Proposed New Policy. Jeff made the motion and Diane seconded, all in favor.

Jeff made a motion to revise the personnel manual as effective from 10/15/18 to include modifications shown in red outlined in Board Packet and adopt for whole manual. Diane seconded all in favor.

Closed Session

Diane moved to close the Open Session go to Closed Session at 8:57pm. P. Crossley seconded.

Jeff moved to close the Closed Session at 9:10pm and Diane seconded.

Move to adjourn at 9:10 by Jeff and Diane seconded.

Date of Next Meeting: November 19, 2018

Adjournment