

**Worth-Pinkham Memorial Library
BOARD OF TRUSTEES MEETING**

October 16, 2017

7:30pm

Minutes

- Meeting called to order at 7:37pm in accordance with the Open Public Meeting Act. J. Mongelli, L. Surz, G. Kaser, H. Crowley, J. Clutterbuck, P. Crossley, H. Turk, D. Mardy, and C. Richards were in attendance. Councilman T. Fiato was not present.
- Motion to approve Minutes of 9/18/17 Regular Meeting approved unanimously. Motion by J. Clutterbuck and seconded by P. Crossley
- Public Session - Opened and closed at 7:40pm
- Correspondence - None
- President's Report: John Mongelli - None
- Vice President's Report: Hugh Turk - None
- Treasurer's Report: Herman Crowley

The Capital Account as of 9/1/17 stands at \$57,305.24

The Operating Account as of 9/1 stands at \$38,453.23

At the end of the year the roughly 9K will be moved to the Capital account at the end of December, although we may need part of it in operating due to the expected retirement of a staff member.

The electric bill is higher than normal as we are paying two months at once.

The Generation III itemized bill arrived for our review. J. Clutterbuck moved to approve and H. Crowley approved the Gen III bill. All in favor.

H. Crowley moved to approve and L. Surz seconded the approval of the bills list. All in favor.

Going forward, we will track by usage rather than cost.

Our bookkeeper is going to revise and simplify the Budget vs. Actual chart that she prepares for the board.

Except for the building maintenance, we are on budget for the year. The overages for the building surround the unexpected HVAC and roofing issues.

- Secretary's Report: Caroline Richards - None
- Director's Report: Gretchen Kaser

September's circulation at 3,308, which was down very slightly over August, and over last September's numbers; however, the areas in which we are growing, we are still growing. The door traffic averages roughly 100 people per day going in and out.

Our independent Hoopla contract will take us through the end of the year. We can cancel with two months' notice. We have a budget cap of \$200/month. After October 31 we will be able to see how much usage HHK patrons are taking advantage of the service.

The HHK library got our 2017 State funding which amounts to \$1,768 which was deposited in October.

The 1/3 mill for 2018 comes out to \$438,638 which is an increase over 2017.

Scout Ethan Menzel's Eagle Scout project was completed on 9/30/17. There was discussion about continuing to try to get newspaper coverage for this.

The HHK Fire Department event was very well attended.

The Haunted House event scheduled for 10/27 from 6:30-8:30 is proving popular with advance sign ups. Three winners are expected.

Panic button under the front desk is operational.

Sewage problem discovered and resolved; cause from an offsite issue.

Architect Anthony Iovino recommends a topographical survey for the entire three plots. J. Mongelli suggests the board ask Iovino to talk to Dave Hals and have Hals send the Board an estimate. Questions arose about the details of the funding the state may provide for construction needs if the proposal should pass in the November election.

Futures Conference worthwhile. Gretchen proposes she and Erin both attend The Public Library Association Conference in Philadelphia March 2018 in lieu of the NJLA conference. Cost is \$280/person for registration and could be paid out of this year's budget. Travel expenses could come out of 2018 budget. J. Clutterbuck moved to authorize the Library Director and Children's Librarian to attend the 2018 PLA and the payment of the two registration fees of 280/person. Amending the motion to include food, travel and lodging expenses. P. Crossley seconded and all approved.

BCCLS -budget vote 10/26. If it doesn't pass, we can expect our bill to go up considerably. The little library box - planned for the train station - is in and will be installed in the spring.

- Council Liaison: Thomas Fiato, Councilman - None

- School Liaison: Diane Mardy, Superintendent

There is a separate spending proposal for the school on November 7th's ballot. Increase will be \$289/year for the average assessed home. Funding will center around technology and sports and clubs. Dr. Mardy has been presenting the information. Additional information can be found on the website. A letter has been sent to all residents, but there is a more detailed letter available to the school's website. A quick fact sheet will be left at the Library's circulation desk and questions will be directed to Dr. Mardy.

- Committee Reports:
 - a. Personnel Committee- none
 - b. Finance Committee-
 - c. Library Strategic Plan-
 - d. Title Search Committee- Letter to Attorney/Executor of the Estate of Hester Van Buiten
 - e. Policies and Procedures Committee
 - f. Building and Grounds - one of the trees from the Library property fell on a neighbor's property. The resident's tree company has recommended that the Library take down several other trees. Shade Tree Commission is in receipt of a letter from the resident putting the Library on notice. Shade Tree will handle this and bill the Library.
* Chairperson
- Old Business - Site survey covered above
- New Business - None
- Closed Session J. Clutterbuck moved and H. Turk seconded the Board go to Closed Session at 8:41pm.
- J. Clutterbuck moved to leave closed session and open regular session at 9:00
- H. Turk moved to close the regular session at 9:01. D. Mardy seconded and all approved.

Date of Next Meeting 11/20/2017