

**Worth-Pinkham Memorial Library**  
**Board of Trustees Meeting**  
**October 19<sup>th</sup> 2020**

1. Call to Order and Attendance in Accordance with the Open Public Meeting Act: Meeting is called to order at 7:35. Diane Mardy, Dane Policastro, Leann Surz are virtual; John Mongelli, Herman Crowley, Jeff Clutterbuck, Gretchen Corsillo, Alyssa Harvey, Hugh Turk and Caroline Richards are in physical attendance. Patricia Crosley is not present
2. J. Clutterbuck moved to, and H. Crowley seconded, approve the September minutes
3. No public Session
4. Correspondence: None
5. President's Report: None
6. Vice President's Report: None
7. Treasurer's Report: H. Crowley.
  - a. The total in the two accounts is 189,158.87
  - b. Of note on the bills list: The removal of the trees and debris totals 9K to the boro. And the quarterly report to BCCLS &6,400. The 9k would come out of the Capital Account.
  - c. J. Mongelli moved to and H. Crowley seconded the approval of the Operating Account bills list.
  - d. Discussion around the 9K for the tree work – as the library does not own the land. The boro would like the library to pay for this and reimburse us at 75% should town get FEMA reimbursement. This happened on boro land. The library does not own that land. This happened on a lot the library does not use; it is a separate lot that we have no connection with. This sort of expense, should not come out of the 1/3M dollars. Will payment of those trees get flagged in the audit process. B. Jones felt the boro had too many expenses from this storm and might not be able to afford this. D. Policastro reports that the boro thinks this is on library property. D. Policastro will address this with the mayor and counsel. The hope is that the discussion with the town over who pays for what will be resolved by 2021. D. Policastro suggests drafting something in writing that will prevent something like this from happening in the future might be helpful. There is much discussion over whose responsibility this is.
  - e. Motion to hold the 9k in abeyance until we have had further discussion with the boro.
  - f. Gas and electric remain on trend
  - g. Budget v. actual as of 10/15 – we are in line with where we should be.
8. Secretary's Report: None
9. Director's Report:
  - a. September circulation – really good. First time since Feb, we've seen a rise over last year. Still big increase in e-content use. No drop from summer to fall
  - b. Finance: state aid check came in: 1767 – roughly the same as last year. We also received our 1/3M numbers for next year and G. Corsillo is working on next year's budget
  - c. No word yet on state library grant. State has indicated announcements have been pushed back, but no word on when. State Librarian has retired.

- d. Programming – virtual programming going well. Anticipate that it will remain virtual through end of 2020 and perhaps early 2021
- e. Building – new leak in Children’s room – addressed on 10/19. DPW noted that roof and gutters in really bad shape. G. Corsillo received the Capital Expense request form and will make this a priority
- f. Tech – all three circulation computers have been replaced and there is a new scanner which allows patrons to scan phone screens. There is a self-checkout kiosk now too. These upgrades are a result of BCCLS funding.
- g. Library has gotten many questions from residents about how to vote. G.C. has created an informational link on our webpage.
- h. Children’s – circulation is going up – especially in juvenile fiction. Story times continue to be filmed and posted on FB – AH notes her reach is farther than if she were in person. Crafting packets are in demand. New partnership from NJ Devils – a reading alliance with Devils.

10. Council Liaison:

11. School Liaison:

- a. Two author visits at the school – Gidwitz and the Ransomes programs funded by Ed. Foundation and HASA.
- b. Wondering if students are visiting during the school day – One wave around 1pm and then a wave between 3-4.
- c. The school now has a full time library media specialist. D. Mardy will put A.H. and the school’s hire in touch.

12. Committee Reports: None

13. Old Business:

- a. Remote Work Policy – revised in italics. J. Clutterbuck moves to and H. Turk seconds the approval of the Remote Work Policy as stated on page 17 of the Board Packet.
- b. The board will give G. Corsillo the authority to initiate the policy following the listed criteria. J. Clutterbuck moves to effectuate the terms of the remote work policy effective 10/19/2020 until revoked by the board.

14. New Business:

- a. 2020 boro charged expenses. G. Corsillo received information from Bill Jones Thursday, October 15th. This represents the first 3 quarters. The arrangement we came to with the council was that the boro would only hold back salaries and related expenses. We would be issued bills for insurance, DPW etc. We were supposed to receive these monthly, and quarterly, but are just getting them now. List looks accurate, however no backup from boro/B. Jones to support some of the charges. D. Policastro will follow up to ensure proper documentation so the board can review. We would like to see the premiums for insurance policies (building and contents, and all other policies). This amounts to roughly 14K.
- b. Discussion of the appropriateness of an email from Bill Jones about withholding Q4 payment and not “bothering” D. Policastro with this.
- c. J. Clutterbuck will review a draft for the boro that indicates the Board’s position that we need

- d. Remote/In person meetings: How did we arrive at this choice, and how do we keep each other safe and comfortable. NJ is not currently in the green zone. H. Turk moves to, and J. Clutterbuck seconds meeting virtually for the duration.
- 15. Closed Session: None
- 16. Motion to adjourn by J. Clutterbuck and seconded by H. Crowley.

Next Meeting: November 16<sup>th</sup> 2020