

Worth-Pinkham Memorial Library
Board of Trustees Meeting
November 18, 2019
7:30PM
MINUTES

1. Call to Order and Attendance in Accordance with the Open Public Meeting Act. Meeting called to order by J. Mongelli at 7:34 . In attendance are John Mongelli, A. Harvey, G. Corsillo, H. Crowley, J. Clutterbuck, D. Policastro, P. Crossley, C. Richards, H. Turk. L. Surz and D. Mardy are not present.
2. Minutes of 10/17/19 Regular Meeting – For approval. J. Clutterbuck moves to approve and H. Crowley seconds the approval of the October minutes. All approve.
3. Public Session – No public in attendance
4. Correspondence – None
5. President’s Report: John Mongelli – None
6. Vice President’s Report: H. Turk - None
7. Treasurer’s Report: H. Crowley
 - A combined total in the Capital and Operating accounts of \$142,275.73
 - November Bills list – no capital expenses and just regular operating expenses of \$5,916.31
 - H. Crowley makes the motion to approve the bills list and P. Crossley seconds. All approved.
 - Electrical – Since August, we are now back to paying our own gas and electric expenses. PSE&G bills us directly.
 - Budget v. Actual – we are on budget; but this does not include DPW and custodial service charges that have been held back by the borough. B. Jones’ repair deductions come up to \$12,589 through the end of September.
 - In we should see the completed statement for all of 2019 except for last two weeks of December (DPW and salaries).
 - If we don’t resolve the administrative fee with the borough, then we will be over budget. The Town Council will discuss Tuesday 11/26 if they can give us relief on the administrative fees to put them closer to estimate G. Corsillo got from an independent contractor.
 - The library received a donation today from the Conestoga Road Foundation; this will be deposited into the Capital Account.
8. Secretary’s Report C. Richards – None
9. Director’s Report G. Corsillo
 - October circulation is up 3.6% over September 2019
 - G. Corsillo met with Jones, Citro and Policastro to discuss 2019 accounting. In 2020 the library will be getting the quarterly allotment of the 1/3 mil. minus the

budgeted amount for salary and the Social Security. Payment schedule will now be in the first month of the quarter. The borough will provide detailed invoices for the work they do. G. Corsillo has given J. Citro the budgeted salary number for 2020

- G. Corsillo is working on a draft of the budget and should have a draft for December meeting.
- The library has lost dollars on the 1/3 of a mil because of general taxation. Options for increasing this are either to put it on the ballot in a binding resolution (like Mahwah did in 2019) or to ask the Town Council to augment our funding above the 1/3mil math. J. Mongelli has Mahwah's wording in the event we need it.
- Strategic Plan committee is narrowing down the goals and objectives; should be finished by the end of the year.
- Friends of the Library – BCCLS Friends breakfast – big attendance, but HHK Friends had to cancel the Nov. meeting. Next meeting 12/4
- BCCLS budget approved. HHK will see a savings of about 1,500\$ in 2020
- Programming – going strong. New Programming Library assistant, Brandy Neary has started and is ramping up.
- Facilities:
 1. a tree fell on the building earlier in the month. DPW will report shortly to let us know about possible roof damage. This is the same area that the tree fell from last year. Shade Tree came and looked. Shade Tree thinks that there is a safety issue and some need to come down. If we can wait until January, price will be less. It is unclear if the removal will come out of Shade Tree's budget or the Library's.
 2. Alarm is in need of repair again. It will need to be replaced shortly. Security company understands we may need to wait due to building repairs
 3. It appears there could be a problem with the lights; ½ of them stopped working recently. It was not a circuit breaker issue. DPW wiggled things around enough to get them to come back on.
- The Little Free Library is in and operational. It has been well received and people are requesting more. G. Corsillo thinks we should wait and see how it does over winter before moving forward.
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9.5 Youth Services Report A. Harvey

- Circulation of youth DVD media is expected to decline. A. Harvey and G. Corsillo are looking at ways to reallocate those dollars for other media services.
- Reading to a therapy dog, story times, Silly Saturday, and a Fire fighter visit are among some of the programs offered in October.
- A. Harvey visited NHRHS volunteer fair and spoke to 34 kids; most are interested in Summer Reading
- Displays centered around Halloween and new books.
- October volunteers – 5 of the regulars with a total of just over 17 hours of volunteer time. Volunteer tech time open hours – Friday afternoons.
- January will bring a preschool STEM event with local nursery school
- Weeding continues in the children's section to remove non-circulating materials
- A. Harvey went to PD at the NJLA Youth Services Forum in October, the BCCLS Youth Services Committee meeting and the NYLA in November. Mini Golf fundraiser was a highlight discussion point from the NYLA meeting. Ways to put

libraries in people's legacies was another hot topic. Both may be of interest to the Friends.

10. Council Liaison Dane Policastro
- Will discuss feasibility of the parking scenario that was discussed with the architect on 10/30. The park that the architect suggested be "trimmed" to provide parking, but it is designated as flood zone and flood way, possible the Army Corps of Engineers, and the park is a local historic site. The borough has received money for upgrades in that park, which could impact feasibility. D. Policastro will see if Mayor and Council will even consider it.
 - Reports that to date, no other conversation with the Council re: feedback from the mid October meeting where we presented library renovation concept.
 - Needs more info on timeline of grant, if any other grants are available to augment state grant. The grant writing company the borough has hired who can help with that. We are able to contact this company and ask them to look into it now. G. Corsillo has opened lines of communications with our contact there.
 - Gretchen has gotten very rough estimates as to what it might cost to bring this building back up to speed.
 - Recommends we get 3 quotes from contractors.
 - Can set up a follow up meeting
 - Suggests Library Board puts something in writing to supplement our presentation so the T.C. can look at – providing latest updates re: state grant and timing, and any additional information. Gretchen will provide. Conceptual plans would require more money, and Library Board doesn't want to do that until we know if T.C. will support.
 - T.C. is looking at amending the ordinance for the current parking outside of the library as commuters are abusing it. T.C. will reach out.
 - Communication seems to be improving.
11. School Liaison D. Mardy – None
12. Committee Reports
- a. Personnel
 - b. Finance
 - c. Library Strategic Plan
 - d. Sub-Committee
 - e. Policies and Procedures
 - f. Buildings and Grounds
 - g. Friends of the Library – working on theme. We may need to dip back into people who could help with this project.
13. Old Business – None
14. New Business – None
15. J. Clutterbuck moves to adjourn the meeting and C. Richards seconds at 9:45pm

Next Meeting: December 16, 2019 at 7:30pm