

**Worth-Pinkham Memorial Library
Board of Trustees Meeting Minutes
November 19, 2018 7:30pm**

1. Call to Order at 7:36 by J. Mongelli. J. Mongelli, G. Kaser, H. Crowley, J. Clutterbuck, C. Richards, H. Turk in attendance. D Mardy, P. Crossley, L. Surz, T. Fiato were not in attendance.
2. J. Clutterbuck moved to approve the minutes. H. Turk seconded. All approved.
3. No one in attendance for public session. J. Mongelli opened and closed.
4. Correspondence - None
5. President's Report: J. Mongelli
 - a. "Future Proofing Your Library" seminar report
6. Vice President's Report: H. Turk - No report
7. Treasurer's Report: H. Crowley
 - a. The Capital Account is \$48,368.62 and the Operating Account is \$68,783.37. At the end of the month the 4th quarter payment (30K) less a 5K payroll payment will be deposited into the Capital account.
 - b. J. Clutterbuck moved to and H. Turk seconded approving the bills as listed
 - c. The energy usage appears to be on the same trend as last year. The Boro currently pays our energy bills and we reimburse the Boro. Beginning in January the electric bill will be consolidated to just be PSE&G
 - d. The budget vs actual spending through November 15 is pretty close. We have used 85% of what has been budgeted.
8. Secretary's Report: C. Richards - No report
9. Director's Report: G. Kaser
 - a. The counter was not functioning for a while, so the foot traffic numbers are slightly off.
 - b. October's circulation was an increase of 500 items over September's circulation and a 2% increase over October 2017's numbers.
 - c. The BOA site visit did not happen. But, the property has not yet been listed by the bank. As soon as it is listed, we will set up a time with them to take a look. This will give us ideas as to what might be feasible.
 - d. The fire alarm wasn't working properly, but has since been fixed.

- e. G. Kaser met with B. Jones and J. Citro to discuss the capital plan and the fixing of the wall and the budget for next year. Jones and Citro were amenable to renegotiating the charge backs. Additionally the situation with our liaison was discussed. Once a new liaison is assigned, G. Kaser will meet with that person in advance of the January meeting.
 - f. BCCLS approved the implementation of the new delivery service. This will be an additional \$9,000 to our yearly BCCLS bill. We are anticipating a 1,000 grant refund from the Bergen County Freeholders. Additionally, the BCCLS bill will be switched to quarterly. We will get two bills, the regular bill and the delivery bill. BCCLS's new permanent executive director has visited the HHK library.
 - g. Programming is going well. A. Harvey (Children's Librarian) reports that big numbers are attributed to community visits (ie: fire department, state police with K9 unit etc.)
 - h. Professional Development has been productive
 - i. The library's strategic plan ends next year (2020). G. Kaser will do a thorough evaluation. We need to start thinking about the next strategic plan.
10. Council Liaison: None
11. School Liaison: None
12. Committee Reports:
13. Old Business
- a. As a followup to the above BOA discussion, we are looking into the fair market value for the BOA property.
 - b. Friends of the Library - it is time to get started with this. A friends group will be a part of the strategic plan. G. Kaser and C. Richards will brainstorm options to approach perspectives.
14. New Business - none
15. No closed session necessary
- Date of Next Meeting: 12/17/2018
16. J. Clutterbuck motioned and C. Richards seconded to adjourn the meeting at 8:45 PM