

Worth-Pinkham Memorial Library

BOARD OF TRUSTEES MEETING

November 20, 2017

7:30pm

MINUTES

1. The meeting was call to Order & Attendance in Accordance with the Open Public Meeting Act at 7:40pm. John Mongelli, Gretchen Kaser, Herman Crowley, Jeff Clutterbuck, Tom Fiato, Patricia Crossley, Diane Mardy and Caroline Richards are in attendance. Hugh Turk arrived at 8:25pm. Leann Surz, was not present.
2. Minutes of 10/16/17 Regular Meeting – P. Crossley moved to approve the minutes and all approved
3. Public Session opened at 7:40
4. Correspondence – The Board received a thank you letter from Ms. Munschauer in appreciation of her retirement party and gift

5. President's Report John Mongelli

G. Kaser and J. Mongelli attended a seminar offering information about how to build advocacy for libraries. Strategies were discussed for building credibility and trust.

6. Vice President's Report Hugh Turk

None

7. Treasurer's Report Herman Crowley

As of 10/31/17 there was \$57,341.77 in the Capital Account and \$70,018.21 in the Operating Account.

These numbers do not include our 4th quarter payment of 30K from the Borough.

The Borough will handle D. M.'s retirement payout; the Library board will forward the Borough \$7,630.96. This is reflected in check number 1878 to Borough of HHK Payroll.

J. Clutterbuck moved to approve and D. Mardy seconded the motion to approve the bills list for a total of \$14,580.37. All were in favor.

An adjustment will be made in the Operating Budget's Profit and Loss Budget vs. Actual report to reflect one line items "Repairs and Maintenance" pulling in two bills because they were not Operating expenses, but rather Capital expenses.

In December the board will decide what to move from the Operating Account to the Capital Account.

The October 2017 electrical and gas bills were a little less than the October 2016 bills. Come January 2018 the reporting will be plotted in usage rather than in cost.

8. Secretary's Report

Caroline Richards

None

9. Director's Report

Gretchen Kaser

- Total traffic 2,902 quite a bit higher than in September. G.Kaser thinks the numbers will slip a bit as the holidays approach.
- Monthly circulation was roughly a 6% increase over last October and a 4.6% increase over September.
- Library looking to start a collection for Playaway Launchpad tablets which are self-sufficient devices available for loan. They are pre-loaded with games and lessons around a certain topic. This will be HHK's first instance of loanable technology and reflects a growing trend in library practices. The \$500 donation from the Ladies Auxiliary (earmarked for technology) will be used for this. The Playaway serves a specific niche market as they are not available to the general public.
- G. Kaser has preliminarily budgeted for a 2% increase for salaries in 2018.

- G. Kaser has also sketched a minimum and maximum salary/hour chart for part time employees. Numbers correlate to BCCLS average.
- The HHK Girl Scouts honored Erin Douglass, the children’s librarian, for her service to the community.
- 11/20/17 marked the start of first virtual tours with the NHRHS sophomore English classes. Douglass and Kaser video chatted with kids to review services the WPML offers. Google Hangouts worked as a purposeful tool to communicate with the classes.
- Haunted house a huge success; 240 people attended and expressed an interest in doing it again next year. In particular people were excited about the jack-o-lantern contest and are requesting a costume component going forward
- Adult programming continues to pick up
- Outside lighting issues continue to be an issue, but are in the process of being addressed. G. Kaser was shocked in the process of working with the faulty timer. Board discussed having the electrical system evaluated by an electrical inspector to determine health of the system and determine the needs. C. Richards (building and grounds) to follow up on pricing and feasibility.
- Catherine Chriss is the newest staffer at the WPML and began training in late October.
- BCCLS budget and new billing formula passes and they have hired an interim director. It appears HHK’s 2018 bill will be roughly \$18,000 representing a 5% increase over 2017.
- The state’s Library Construction Bond Act passed. Details to follow.

10. Council Liaison

Thomas Fiato, Councilman

None

11. School Liaison

Diane Mardy, Superintendent

- The HHK Public School’s social studies program now includes civics. Students are required to do a service project. Perhaps some outreach could be engineered between the students and the library.
- The HHK Board appreciates the Library keeping budget flyers at the front desk.
- Suggestion to investigate OPAC for leveled reading suggestions.

- Suggestion to do short tutorial videos to post on social media designed to teach patrons how to use certain services ie: Novelist.

12. Committee Reports:

A. Personnel Committee-

To be covered in closed session

B. Finance Committee-

None

C. Library Strategic Plan-

None

D. Sub-Committee –

a. Title Search Committee-

Survey update: The cost of the required services (complete survey for the library property and two adjoining lots including the existing building and spot elevations to establish the slope of the adjoining properties) is estimated by Schwanewede/Hals Engineering to be roughly \$2,900. H. Turk moved and H. Crowley seconded to approve \$2,900 for the above to complete survey work per the November 20, 2017 email between G.Callahnan and J.Mongelli (included in minutes).

E. Policies and Procedures Committee

None

F. Building and Grounds-

- Lighting/electrical issues as discussed above
- Downed tree on property line is pending
- Awaiting Shade Tree Commission's bill from Boy Scout project

13. Old Business

a. Site survey

See above

b. Friends of the Library

- J. Mongelli reports seminar, Library Advocacy – The Unquiet Zone, suggested establishing a junior friends program to have young people advocate for fundraising and awareness. The Hasbrouck Heights Public Library has offered to mentor the library. Presentation available on line.
- G. Kaser's contact at Midland Park has also offered to advise the board. The MP team identified and approached certain people in town to cherry pick initial group of people. A few suggestions about possible people to start discussions with were made.
- Library looking into getting some marketing help to publicize more programs: banners, police light up sign board, rec. commission, baseball/softball shirt sponsorship etc
- Investigate how can we leverage Pew studies – which measure library usage/national pulse on libraries – to our advantage?

14. New Business

a. Hiring of new staff member

H. Turk moved to and D. Mardy seconded approving Catherine Chriss's hire. All approved.

15. Closed Session (if required)

H. Turk moved to, and J. Clutterbuck seconded going to closed session at 9:10pm

H. Turk moved to and D. Mardy seconded adjourning the Public Session at 9:35PM

Date of Next Meeting 12/18/2017

Adjournment

HHK Library

Gary Callahan <gcallahan@halsengineering.com>

Mon, Nov 20, 4:22 PM

To: <jaminjelly@gmail.com>

Cc: Anthony Iovino <aiovino@aiarchs.com>, Dave Hals <dhals@halsengineering.com>

John,

As per our telephone conversation today, our initial cost to provide a complete survey for the library property and the 2 vacant lots to the north was \$2900.00. As per Dave's conversation with Anthony Iovino, the cost to provide the location of the existing building and spot elevations to establish the slope of the adjoining properties would be \$1000.00.

Thank You

Gary Callahan

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