

Worth Pinkham Memorial Library
Board of Trustees Meeting
December 16, 2019
7:30 PM
Minutes

1. Call to Order & Attendance: J. Mongelli, A. Harvey, G. Corsillo, H. Crowley, J. Clutterbuck, D. Pollicastro, P. Crossley, D. Mardy and C. Richards in attendance. H. Turk and L. Surz are not present.
2. Approval of the 11/18/19 Meeting minutes: J. Clutterbuck moves to approve and H. Crowley seconded. All approved. D. Mardy abstained.
3. Public Session: No public in attendance - opened and closed at 7:40PM
4. Correspondence: None
5. President's Report: J. Mongelli
 - a. J. Mongelli attended a BCCLS meeting, Hot Topics for Trustees. More details to follow later in meeting.
6. Vice President's Report: H. Turk - None
7. Treasurer's Report: H. Crowley
 - a. Current balances are at \$50,789.74 for the Capital Account and \$90,808.91 in the Operating Account for a total of \$141,598.65
 - b. Auditor suggests moving some money from Operating to Capital. J. Clutterbuck moves to transfer 30K from the Operating to the Capitol Account. H. Crowley seconded. All approved.
 - c. Bills List: regular operating expenses for the month of December. J. Clutterbuck moves to approve the bills list. P. Crossley seconded. All approved.
 - d. Electric and Gas bills following the same pattern as last year.
 - e. Budget v. Actual: we have two payrolls left and are on target for our budget. The 4th quarter bills from the Borough for DPW expenses has not yet come in.
 - f. The library received a gift from a Waldwick resident
8. Secretary Report: C. Richards - None
9. Director's Report: G. Corsillo
 - a. Circulation slightly down over this time last year; this seems to be from a drop in physical media (DVDs) and magazine print subscription interest, but otherwise up or equal.
 - b. Finance - Capital transfer and discussed with Bill Jones that the administrative fees for payroll will be reduced from \$7,200 to \$2,400 starting in 2020. The Library Board is interested in understanding why we were charged \$7,200 for 2019; this was revealed in September but will table it for now. The Library Board will calculate the total paid to the town after the latest round of DPW chargers hit.

- c. Many area libraries are going fine free. This is something on our horizon. More to follow.
 - d. Programming - Going well. Beginning in January, there will be monthly adult crafting and Tech Fridays are going well.
 - e. Facilities - G. Corsillo met with B. Jones and police about parking situation. Parking meters were discussed, but problematic because it is essentially asking people to pay to use the library. Our side of the street will convert to 3-hour parking again and across the street will be for staff parking; staff will be given car decals. D. Policastro reports that the Council is looking to find additional parking for the library.
 - f. The library does not currently charge for tutoring space or for the entrepreneurs who work from the space.
10. Youth Services Report: A. Harvey
- a. Circulation and programming are robust. Volunteering is tapering.
 - b. A. Harvey has been in working with K. Hayes as a liaison to NHRHS
 - c. The weeding project in the youth room has been completed leaving room for new, more relevant texts - mostly outdated nonfiction.
 - d. A. Harvey has been working with PenWorthy which packages non-fiction texts
 - e. Winter programming and summer reading planning are already underway.
11. Council Liaison: D. Policastro
- a. Building project - the Council is not committed to a number amount, but is committed to the grant. Regarding timing, if the Library gets the grant then the Council is prepared to accept an ordinance to allow the Library Board to accept the funds to be approved in the state grant application. The Mayor and Council feels there are too many variables to commit at this time. D. Policastro discovered that once the state grants the money, the town has 90 days to show we have the town's support. The state grant application is non-binding. D. Policastro recommends a follow up meeting with the Mayor and Council, and D. Policastro can facilitate.
 - From G. Corsillo: The reality is that the Library Board could order the drawings that must be done in order to apply for the grant. There is a likelihood that we could pay for the plans and we could either not get the funding, or the Council could say no. D. Mardy raises the question to D. Policastro that the Library Board could be reimbursed for the plans if we were to get the state grant, but the Council says no.
 - From C. Richards: The Friends asked about architect options - and if it is worth looking at who does the STEAM room at the school. But, from G. Corsillo - that would take us out of running for grant based on time. J. Clutterbuck points out that these are very preliminary plans and architect will be able to adjust. From D. Policastro - keep all options open; find out change policy ie: if another location should later come available. G. Corsillo will double check stipulations.
 - G. Corsillo will ask architect for cost of detailed plans for application. But, we will need a meeting to approve the expenditure; problematic before

the end of the year. We can hold a phone meeting between now and the end of the year. The Board is hopeful that the figure will be 15K or under. G. Corsillo will find out a number and let the Board know. Board is planning on a phone meeting Friday December 20th at 4pm.

12. School Liaison: D. Mardy

- a. The school will be beginning construction on 1/2/20. Construction company has been hired. Project completely funded by Ed. Foundation.
- b. The School Board will be switching meeting night to Wednesday evenings to improve communication within community pillars.

13. Committee Reports:

- a. Personnel Committee - none
- b. Finance Committee - none
- c. Library Strategic Plan - J. Clutterbuck moves to approve the Strategic Plan as presented. D. Mardy seconds. All in favor.
- d. Sub-Committee - none
- e. Policies and Procedures Committee - none
- f. Buildings and Grounds - none
- g. Friends of the Library: C. Richards - some changes in numbers, but key people getting slotted in for certain positions like marketing and fundraising. Library Board needs to set realistic expectations for Friends' target fundraising. Library Board feels that whatever Friends can do is great - no dollar amount.

14. Old Business - none

15. New Business -

- a. J. Mongelli circulated elements from the marketing strategies behind Mahwah Library's project. The costs of the materials came out of Mahwah Library's budget. Mahwah Friends circulated it. Mahwah had it on the November general election ballot; it passed.
- b. Approval of the 2020-2025 Strategic Plan - handled above
- c. Approval of the 2019-2022 Capital Plan - discussion about how to phrase land acquisition. J. Clutterbuck moves to approve the Capital Spending Plan with the pending removal of the wording that involves proper nouns. D. Mardy seconds. All in favor.

16. D. Mardy moves to adjourn. P. Crossley seconds. All approves.

Date of next meeting: 1/27/20