

Worth-Pinkham Memorial Library
Board of Trustees Meeting
December 20, 2021 @7:30PM
Meeting Minutes

1. Call to order and Attendance. J. Mongelli called the meeting to order at 7:32PM. J. Mongelli, L. Surz, J. Clutterbuck, P. Crossley, H. Crowley, C. Richards, J. Bielen, M. Taylor in attendance. D. Mardy, H. Turk and D. Policastro are absent.
2. C. Richards moves to approve and P. Crossley seconds approval of the November minutes. All approved with two abstentions.
3. Public Session - no public in attendance
4. Correspondence - no correspondence
5. President's Report: J. Mongelli - None
6. Vice President's Report: H. Turk - None
7. Treasurer's Report: H. Crowley -
 - a. Accounts: Capital - 80,859.20 and Operating - 109,784.20
 - b. Bills List - There was some discussion of how the insurance line items are broken down (buildings and contents and all other policies), and a question around whether or not this could be billed quarterly or semi-annually rather than a lump sum at the end of the year. H. Crowley moves to approve and J. Clutterbuck seconded the bills list for 71,749.78. All approved.
 - c. Budget v. Actual - we are a little over (3K) for maintenance and repairs, but overall in line. The budget is for \$438,707.00 We have \$423,775.00 There is a shortfall of about 15K. M. Taylor will check with the bookkeeper and then discuss with the borough.
 - d. Utility Usage: For November, electric is down and gas is about the same compared to this time last year.
8. Secretary's Report: C. Richards - None
9. Director's Report: M. Taylor -
 - a. Christian Health will take our no longer needed DVDs.
 - b. Facilities:
 - i. Bathroom tile issue is on hold - no action needed at this time.
 - ii. DPW performed an air quality test. Results are due this week.
 - iii. Roof inspection indicates the building is currently structurally safe.
 - c. Finance: transfer from professional fees to office supplies did not happen because of the auditor's bill. The library received a grant for 1500 from the Comey-Fitzgerald Family Fund in support of general operating expenses and the CC of HHK has reached out to donate to the library - more details to follow.
 - d. Services: The NJ Historical Commission has approved the application for the CAPES program and will assess. This will likely take a couple of months. Separately, the library has been invited to join the "NJ Health Connect @ Your Library" program.

- e. Programming and Community Engagement: The Library is hopeful to resume more in-person events come 2022. One of the HHK GS troops will be having its monthly meetings at the library going forward.
 - f. Personnel & Staff Development: December 10, 2021
 - g. Youth Services: A total of 1, 427 childrens items and 107 YA items were circulated in the last month. 28 titles were added to the Juvenile collection and 2 to the YA collection. Culled books are donated, recycled or offered on our for sale shelf. December's display focused on indigenous people, and on nonfiction for the upper middle schoolers.. November brought an in-person event. Crafts are robust. Plans for early winter are already in place.
10. Council Liason: None
11. School Liason: None
12. Committee Reports: None
13. Old Business:
- a. Budget 2022 - J. Clutterbuck moves to adopt the 2022 Operating Budget updated December 2021 as shown on pages 23-24 of the December Library Packet. H. Crowley seconds and all approved.
 - b. 2022 Salary Schedule - annual increases are effective March 1 because February is when the Library does annual reviews.
14. New Business: None
15. Closed Session: J. Clutterbuck moves and L. Surz seconds closed session at 8:22PM
16. Adjournment: L. Surz moves and J. Clutterbuck seconds the reopening and closing of our regular session.

Date of next meeting: Monday, January 24th at 7:30pm