

Worth-Pinkham Memorial Library
Board of Trustees Meeting
March 18, 2019
7:30pm
Minutes

1. Meeting called to order by J. Mongelli at 7:30pm. In attendance is H. Turk, L. Surz, P. Crossley, J. Clutterbuck, C. Richards, H. Crowley and Gretchen Kaser. D. Mardy and D. Policastro are not in attendance.
2. J. Clutterbuck moves to approve and H. Turk seconds the approval of the January 28, 2019 meeting minutes.
3. Public Session – opened at 7:32. There is a Rutgers library science student shadowing G. Kaser in attendance. Public session closed at 7:33.
4. Correspondence – a Ridgewood resident dropped a letter at Borough Hall today regarding the number of handicap spaces available, and questioning if we are ADA compliant. The Borough has checked state and federal law and the library is in compliance. A draft of a return letter has been crafted. Bill Jones has asked that the return correspondence come from the Library. Bill Jones should be cc'd on the letter.
5. President's Report –
 - a) Now that we are working on the budget, J. Mongelli suggests we all read library law. G. Kaser will distribute a PowerPoint on this topic.
 - b) J. Mongelli and G. Kaser attended a seminar and notes that we need help getting local government to understand current library issues. He notes there is much gray area in interpretation.
6. Vice President's Report – No report
7. Treasurer's Report –
 - a) Bills List: Operating expenses only. No capital expenses. All fairly routine. It was noted we have two different carriers for phone. One is for phones, one for fire alarm, which must be separate.
 - b) For the two months, we dispersed \$9,151.62. The February bills have been paid. J. Clutterbuck moves that we ratify the February bills and pay the March bills. P. Crossley seconded. All approved.
 - c) Budget v. Actual: we are pretty much in line. Because the Library is still in negotiation with the Borough re: the charge back, the budget has not been approved. Therefore, this reflects the proposed budget, not the actual budget. It should be noted that in the Proposed Budget Column, there is a typo. The \$120,000.00 should not be in that column. The Gross Profit Proposed Budget should be \$441,000.000. There is discussion of when and in what lump the Library should

get its money. If the 90K holds over, then to this budget, we should add 90K.

8. Secretary's Report – No Report

9. Director's Report –

- a) Monthly traffic down a bit over last year, but there were a few snow days
- b) Circulation – most elements were up over this month than year
- c) Finance – there is a revised total of \$92,057. This is the third revision.
- d) Friends of the Library – first fundraiser will be to sell tote bags for sale here and around town. This will cover costs of 503c. Pricing to be determined. They have good programming ideas.
- e) G. Kaser attended Read Across America Day at the public school
- f) The Library has a new domain. The previous URL is set to automatically redirect browsers to the new address. The new address is hohokuslibrary.org
- g) Programming going well. February attendance was up a bit over January
- h) Prof. Development and Personnel – we have two new hires. Both individuals have started and are progressing nicely with training. Alyssa just graduated from the Library Supervisory and Training program.
- i) J. Mongelli and G. Kaser attended the BCCLS Advocacy Day on 3/15
- j) Strategic Planning – met on 3/14.
- k) A survey was conducted that concentrated on library hours and programming time. This was done by a grad student, but will inform our practices
- l) Children's Programming – A. Harvey attended a summer reading seminar this week and has great ideas. We are seeing a dip in juvenile chapter books (grades 3-6). She suggests a change in displays to encourage circulation. February's programs were overall successful (14 children and 2 teen programs). The Library has not yet received the summer reading list from the HHK school.

10. Council Liaison – No report

11. School Liaison – No report

12. Committee Reports

a. Personnel Committee

b. Finance Committee

- The Library Finance Committee is going to meet directly with the council; Bill Jones will no longer be involved.
- There are discrepancies on some of the actuals ie: health benefits and salaries
- Arbitrary numbers for DPW and administrative line items
- While there are gray areas in the law, it is very clear that the town cannot profit off of the library.
- There are questions about tax levy and how things are being charged.

- The Library would like the chargeback number to be about 70K.
- The nebulous charges (DPW, leaf, equipment) is what you offer everyone and should be eliminated. This adds to roughly 17K.
- We want the quarterly allocation in full regardless. Then we will pay when a bill is provided.

c. Library Strategic Plan

- The collection has met its goals; we are at maximum capacity.
- The library is taking the Episcopal Church off the table for a possible location. There has been an infusion of cash to St. Bart's Church. There is no news on the bank location.
- The suggestion is made that we need concrete plans and processing for the bond when the grant application opens up. We have to show we can come up with half of the money. We have exterior design. We need to start with interior design and get preliminary numbers. The grant is for 125 million dollars.
- We need a commitment for the balance of the funds. The Borough would need to float a bond.
- We will ask architect to give likely costs for full set of interior drawings and an estimate for the time frame. G. Kaser will follow up.
- The question about going green was raised; this may make us more attractive for the grant process.

d. Sub-Committee – No report

e. Policies and Procedures – No report

f. Building and Grounds – No report

g. Friends of the Library – Previously covered

13. Old Business

a. Little Free Libraries – train station to location

14. New Business – H. Turk moved to, and H. Crowley seconded the new hires

15. J. Clutterbuck moved to, and P. Crossley seconded the adjournment of the meeting.