

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

**1. Call to Order & Attendance in Accordance with the Open Public Meeting Act** at 7:34pm. John Mongelli, Gretchen Kaser, Herman Crowley, Jeff Clutterbuck, Hugh Turk, Diane Mardy, Leann Surz and Caroline Richards are in attendance. Patricia Crossley and Tim Fiato are not present.

**2. Minutes of the February minutes.** Jeff Clutterbuck moved to approve. Herman Crowley seconded. All approved.

**3. Public Session:**

Opened and closed at 7:35pm.

**4. Correspondence:**

None

**5. President's Report: John Mongelli**

- The donations/sponsorships that benefit the community will come out of the gifts received which are housed in the operating budget

**6. Vice president's Report: Hugh Turk**

None

**7. Treasurer's Report: Herman Crowley**

- As of 2/28/18 Capital Account stands at \$55,105.04
- As of 2/28/18 Operating Account stands at \$50,728.84
- Check # 1982 is for sick and vacation time for retiring employee Lennie Garver.
- Operating Account Total Checks is \$18,753.51
- J. Clutterbuck moves to approve the bills list. H. Turk seconds. All approve
- Utility Bills - January and February are about at what they were last year, although the gas is higher.

**8. Secretary's Report: Caroline Richards**

None

**9. Director's Report: Gretchen Kaser**

- Monthly Traffic: While overall circulation is down a bit for January and February, Young Adult traffic is up
- Community Outreach: With the snow, we have not been able yet to install the Little

Library. Now shooting for a June installation. Although not tied to young people, we can tie to summer reading

- Programming: Programs attendance picking up. NJ Makers Day, March 9th and 10th - very popular program. Erin was able to do it herself without outside help. Adult programming picking up. Active Shooter training was well attended. Another will be scheduled in late April.
- Professional Development/Personnel
- Facilities:
  - The survey by Hals (draft copy) is included. The two empty lots have been drawn, but the lot the building sits on is still being worked on. He does not have a firm timeline with completion date. This is of concern as there are several time sensitive things dependent on this survey. There is also some concern about keeping the survey within budget.
  - Regarding the trees on and near the property line, the homeowner has put the borough on notice. We are now responsible for whatever happens on the property line. Homeowner also mentioned that their children play out there. It has been suggested that the Library post no trespassing signs so children know to stay off of Library's property.
  - The wall is an issue in progress. Looking into an insurance claim, but we are not yet sure if it is coverable. The project is about 75 feet. So far three contractors have looked at the job, but finding someone is proving somewhat difficult as it is a large job.
  - With so many things starting to go wrong, perhaps a building inspection/commercial survey should be performed on the building so we are in a position to be something other than reactionary. Stephen Secora at LAN in Midland Park is currently doing something similar for the school.
- Professional Development/Personnel
  - Circulation staff member Tom Hoesly has resigned. Megan Saluga is slated to take over. Tuesday, March 20th will be her first day. J. Clutterbuck moves to gratify the Library director's hiring of M. Saluga as a circulation staff member at the rate negotiated with the Library director effective tomorrow. H. Turk seconds. All in favor.
  - Gretchen and Erin leave Wednesday to the conference in Philly.
- BCCLS/State News: BCCLS delivery service begins Tuesday, March 20th. This will be in effect through July. Then BCCLS will return to a previous delivery service, and is planning for a smooth transition. BCCLS should be announcing new Executive Director soon. A May start date is anticipated.

**Council Liaison: Thomas Fiato**

None

School Liaison: Diane Mardy

- Flyers for the Ed. foundation are set
- Erin and the Superintendent's secretary are in touch to find a time to schedule the facilities with the summer programming.
- D. Mardy is asking the teachers to start thinking about summer reading.
- There was a recent short story writing contest at the school. HHK had students receive the first and second place awards nationally. Perhaps the library could feature the stories with a brief bio of the boys.

### Committee Reports

- A. Personnel Committee - none
- B. Finance Committee - none
- C. Library Strategic Plan - none
- D. Sub Committee - survey issues discussed above
- E. Policies and Procedures - none
- F. Building and Grounds - discussed above

### Old Business

Bios and photos - template to follow

### New Business

a.	Resolution to hire Megan Saluga as Library Assistant - Circulation: See above under Director's Report
b.	Passing of Law P.L.2017 c.260. This allows for a voter referendum to allocate more money to the library. There is a benefit to the borough (all of the money to fund the library would come from outside of the cap) and to the patrons (the library could provide more for them).
c.	For national library week - we may consider a one time waiving of fines on HHK items. Patron would have to take the initiative and come in. Gretchen can run a report to see what exactly this could look like - monetarily. Once we have an estimate, we can make a plan.

### Closed Session

#### Motion to Adjourn:

Leann Surz moved to adjourn at 8:55pm. H. Turk seconded.

Date of next meeting: 4/16/2018