

Worth-Pinkham Memorial Library
Board of Trustees Meeting
April 15, 2019
7:30PM
Minutes

1. Call to Order and Attendance at 7:35pm. J. Mongelli, C. Richards, G. Kaser, H. Crowley, J. Clutterbuck, H. Turk, D. Mardy, L. Surz, P. Crossley and A. Harvey are in attendance. D. Policastro is not in attendance.
2. March 2019 minutes approved.
3. Public Session:
No public in attendance
4. Correspondence:
None
5. President's Report: J. Mongelli
None
6. Vice President's Report: H. Turk
None
7. Treasurer's Report: H. Crowley
 - a. Capital Account \$48,005.52
Operating Account \$95,716.82
Total: 143,722.34
 - b. Motion to approve the bills list. Discussion around museum passes. H. Turk moved to and J. Mongelli seconded the approval of the bills list.
 - c. Budget v. Actual reviewed
8. Secretary's Report: C. Richards
None
9. Director's Report: G. Kaser
 - a. Monthly traffic - up over February and March.
 - b. Circulation also up over February
 - c. BCCLS advocacy day yielded a discussion about visiting our assemblymen in the next few weeks with the agenda of encouraging them to vote for the upcoming bill regarding per capita state aid to libraries.

- d. Friends meeting 4/10/19
- e. Programming doing well. More people attended programs in March than in February. New program called Tech Fridays staffed by a NHRHS student; this is designed to help adults with their technology.
- f. Facilities report: the sink drips have been fixed by the DPW and we are expecting a bill. On the same day the DPW came to fix the animal hole in the roof. DPW suggested we may be facing a new roof in the near future. Boss Security has fixed and reset the fire alarm; they mentioned that the wiring issue may require new wires run but do not have a concrete answer as to cause of the problem. Additionally when power is out, some of the emergency signs do not light. Due to the wiring and electrical issues that are presenting, a comprehensive fire analysis may be in order. It has been suggested that Chris Joy can come advise.
- g. Children's Library Report: Most of March kid traffic came for activities rather than check outs. A. Harvey plans to pull books that correspond with activities going forward and track checkouts. There was an origami program that was highly successful; it was oversubscribed. There were additional March themed activities. A. Harvey visited school on 3/29 to meet with the 4th graders. Next week she will begin meeting regularly with the 4th grade group to augment their Immigration Project. A. Harvey has some new reading lists available and the summer reading program has been finalized.

10. Council Liaison: D. Policastro

None

11. School Liaison: D. Mardy

- a. The school is so happy to have A. Harvey working with them.
- b. The school will work on the summer reading list after the Spring break.
- c. Thank you to the library for donating to the Ed. Foundation event.

12. Committee Reports:

- a. Personnel Committee - will report on G. Kaser's self evaluation and will report next month
- b. Finance Committee - The committee and G. Kaser met with the council and mayor. There will be a trial period The borough will cover salary costs and benefits. Other items will be line itemized; there will be no allocations. The town will withhold only the salary and pension portion of our responsibility and will give us the rest to cover our expenses. The town will withhold \$224K for salary and \$67K for health and pension. They will bill us for insurance. J. Mongelli has calls into Eastern Insurance for the figures as it is our understanding under library law that the building insurance is not our responsibility. We will get 150K spread over 4 quarterly payments at roughly 38K per quarter. We will pay our own bills. The release dates for the quarterly checks are under discussion. The library will still be tight on funds, but we are expecting the first check (2nd quarter and delay of 1st quarter due to us) in May.

- c. Library Strategic Plan:
None
- d. Sub-Committee - architect has come for measurements and is doing research. He would like to meet with us. He does not recommend going fully green because of cost, but there are things we can do to make it more green. We need to be able to present something to the town to apply for this grant. There is concern on our part about the timing and visibility of the grant application.
- e. Policies and Procedures:
None
- f. Building and Grounds:
None
- g. Friends of the Library:
 - 1. Accessibility, programming, collection size and meeting space are identified by the board as primary needs of library for the Friends group
 - 2. Perhaps a meeting with PR person and W. O'Keefe would be helpful
 - 3. Board has asked G.Kaser to reach out to Glen Rock man who was involved with their Fundraising group.
 - 4. It was suggested that local churches may have ideas on how to reach the senior groups functioning within town.
 - 5. New Borough Clerk, Joan Herve could be a resource for the Friends
 - 6. Friends has a mission statement, a president and a treasurer. In process of 501c3, and is looking into someone to help with PR and also a VP. Friends is thinking about how to attract interest and donations. A tote bag initiative is in the works. A logo has been created by students at NHRHS and is in revision process.

13. Old Business

14. New Business

- a. The Borough and the school have joined forces to initiate a HHK Stigma Free initiative. This is mental health awareness and getting information out to the committee. The borough must initiate, then the school takes part. The library is a natural connection to help spread the word and promote resources.
- b. Proposed Operating Budget - this budget includes specific line items that previously had been included in the chargeback arrangement. J. Clutterbuck moves to adopt the budget as set forth in the budget revised April 3, 2019 and P. Crossley seconded. All in favor.

15. Closed Session:

None

16. J. Clutterbuck moved to and D. Mardy seconded the motion to adjourn at 9:21pm

Date of Next Meeting: May 20, 2019