

**Worth-Pinkham Memorial Library
BOARD OF TRUSTEES MEETING**

May 15, 2017

7:30pm

1. Call to Order & Attendance in Accordance With the Open Public Meeting Act at 7:37pm

2. Minutes of 4/17/17 Regular Meeting

Approval deferred until next month

3. Public Session

4. Correspondence

None

5. President's Report: John Mongelli

None

6. Vice President's Report: Hugh Turk

None

7. Treasurer's Report: Gretchen Kaser for Herman Crowley

The account balances as of April 30th are as follows:

- Capital Account: \$65,841.92
- Operating Account: &54, 345. 38
- Total: \$112,902.79

8. Secretary's Report: Caroline Richards

None

We are changing Patricia's email contact info to a gmail account.

9. Director's Report: Gretchen Kaser

- a. Monthly traffic is slightly down but this is on par with this time last year. It is due to the break and the onset of nicer weather
- b. Circulation is also down from last month, but up from this time last year. Gretchen attributes the slight downturn to the above.
- c. There is an uptick in ebooks due to the new, easier to use platform
- d. Auditor completed his work last week, on May 10. Auditor recommends, for the second year in a row, that getting payroll back up from the borough. Borough has been reluctant to provide to date. Bill Jones has indicated in writing that he is working on providing this for the next paroll retro through the beginning of 2017.

- e. Our 9K installment is on the bills list for the Town Council tomorrow night. It is unclear if it will be cut this month or in June. Question raised about where we'd like to deposit the balance of the 1/3 of a million we should have gotten for 2016 payroll monies, especially with painting coming up. It will be deposited into Operating.
- f. The mural ceremony went very well. People are pleased.
- g. The Garden Club will be giving us a donation. They will wait until the weather is warmer.
- h. Programming is going very well. Our first collaborative with Hawthorne; Hawthorne reached out since they knew we don't have a meeting room. A mother and me painting event. We split costs and the event was held in Hawthorne. There was no cost to our patrons and roughly 12 people attended.
- i. The borough has requested we get a handicap spot; it has van accessibility. This is in response to the issue raised earlier this year by the Ridgewood resident who complained.
- j. A discussion was raised about looking into security cameras, possibly with audio
- k. Summer reading has been accounted for; orders have been placed for a number of the required books.
- l. Regarding facilities, Gretchen has spoken to an architect, who specializes in libraries, at the NJLA conference. He is open to meeting the committee if we are to proceed to a feasibility study; this would be complimentary. A location survey for the property, according to someone at the borough, would cost approximately \$2,900. This survey would show us property sizes and exact location of this property on the land. There is no existing record of this at the town.
- m. The BCCLS adult circulation graph indicates that Ho-Ho-Kus is a leader in Adult non-fiction circulation. HHK's stats will only improve as this has been a focus in the last 18 months.

10. Council Liaison: Thomas Fiato, Councilman

None

11. School Liaison: Diane Mardy, Superintendent

- a) Dr. Mardy visited the library recently for "Where in the World is Dr. Mardy"
- b) There is a question about how to proceed with a potential liaison between a HHK parent who is interested in creating an 8-week language program for kids; the fee for this would partially benefit the school. Dr. Mardy will follow up in a phone conversation to let her know that at this time, a partnership is not feasible.

12. Committee Reports:

- Personnel Committee-
- Finance Committee-

See above

- Library Strategic Plan-

Patricia Crossley*, Leann Surz, Caroline Richards

- Sub-Committee –
- Title Search Committee- Letter to Attorney/Executor of the Estate of Hester Van Buiten

- Policies and Procedures Committee
The committee recommends that the part-time employees of the Library not be able to carry over sick time from year to year. At the borough there is a 135 day cap for employees, with parameters. The committee will look further at the policy for full-time employees. No vote needed as the policy is remaining the same.
- Building and Grounds-
None
- Old Business
 - Friends of the Library
 - Front porch painting - Gretchen reached out to 6 contractors, and we have three proposals. There is discussion of changing the color of the doors to a dark green - to match the green of the Library's sign. With the successful answers to a few more questions, the board is comfortable with Andersen Home Services.
- New Business
None

Date of Next Meeting 6/19/2017
Adjournment