

**Worth-Pinkham Memorial Library
Board of Trustees Meeting
September 11, 2018**

1. CALL TO ORDER & ATTENDANCE

Meeting was called to order at 8:04. Leann Surz moved to open and Herman Crowley seconded. John Mongelli, Hugh Turk, Herman Crowley, Caroline Richards, Gretchen Kaser, Leann Surz, Patricia Crossley and Diane Mardy were in attendance. Jeff Clutterbuck and Thomas Fiato were absent.

As there was no public in attendance, John Mongelli moved to close the public session at 8:05 PM and Leann Surz seconded.

2. APPROVAL of MINUTES of 6/18 MEETING

Minutes approved

3. PUBLIC SESSION – None

4. CORRESPONDENCE – None

5. PRESIDENT’S REPORT – None

6. VICE PRESIDENT’S REPORT – None

7. TREASURER’S REPORT

- a) **Accounts** – As of 8/31/18 the Capital Account holds \$48,324.10 and the Operating Account holds \$79,477.79 for a total of \$127,801.89
- b) **Summer Bills** – these were pre-approved at June meeting. Summary below:
July - Architect’s payment out of Capital Account for \$2,347. Remaining bills came out of the Capital Account for a total of \$4,715.94 out of the Operating Account.
August - the Architect (final) payment of \$900 came out of the Capital Account. Check #2087 for the audit \$3110.00 came out of the Operating Account because we were able to plan ahead. Remaining expenses were routine - books and supplies for a total of \$9646.27 out of the Operating Account
- c) **September Bill Sheet** reflects the Verizon bill (check #2123) for \$60.76. September’s accounts total \$4702.61
- d) **Gas and Electric Expenses** -
Electric Usage: The July usage was higher than last year’s but, August usage was slightly lower than that of last year.
Gas Usage: Minimal in both July and August. This reflects last year’s usage.
- e) **Profit and Loss:** Year to year, we are on target. W-P has received 3 of the 4 yearly payments from the Boro. We are above on professional fees, because it reflects the

architect's fees. In actuality, that line item should be less \$6,950.00. There was an issue getting QuickBooks to adjust. The \$13,410.96 is the lump sum paid to a retired employee. Everything else looks as anticipated.

8. SECRETARY'S REPORT - None

9. DIRECTOR'S REPORT -

a) Monthly Traffic: Excellent summer traffic. Increase of nearly 400 people compared to last June. July was about the same. August was up.

b). Circulation: August 2018 and August 2017 were roughly the same. However July 2018 is the highest circulation we have on record. People are responding to the programs.

c). Finance: Final report of the audit was received; it remained the same as what was seen in June. The Contemporary Club will be rewarding the library a check on Sunday September 16th.

d) Programming:

Adults - the book boxes went very well. People responded positively - 72 items circulated over the summer. The director is considering offering year-round.

Children – See below

e) Professional Development and Personnel:

- BCCLS is offering a program on upcoming changes to NJ's sick leave law. This may impact our part timers. The new policy must be in effect by October 29th of this year. Director will attend and follow up with details. The group discussed how to approach the total number of days and has determined to follow up with attorney.
- BCCS will offer a Guerilla Branding workshop in October that Gretchen Kaser will attend. This may prove helpful in how to brand and market and promote our offerings and our collection.
- Alyssa Harvey will attend the NJLA Youth Services Forum.
- Gretchen Kaser will also go to the Design Institute workshop.
- November 7-10, Gretchen Kaser has been invited to speak at the 2018 NYLA conference in Rochester. Alyssa Harvey will also attend.
- Seasonal Youth Services Assistant did a great job and has left for the summer.

f) BCCLS + State News:

- New Executive Director, Dave Hanson begins his tenure in October.
- BCCLS relocates to Fairlawn in early 2019
- BCCLS will likely be taking over an in-house delivery system to begin 2019. There will be a price for each member library, but service should be worth it.

g) Community Outreach:

- Attended movie night/low turnout due to inclement weather
- In conjunction with Fire Prevention Week, the library is looking to have a police dog come to visit.

- W-P will once again be a work-study site for ECLC.

h) Youth Programming:

- The summer's theme: Libraries Rock
- Many tours and field trips to promote interest and many physical prizes (ie: slime) were offered.
- Kids worked towards a larger prize at the end.
- Summer 2018's numbers were a little lower compared to Summer 2017's numbers, however, this could be attributed to the transition. Over the entire program, nearly 1000 books were logged.
- The teen volunteer program was a success. Alyssa noticed older kids loved the hands-on complicated crafts and is considering setting up a Pinterest type board for more sophisticated projects. Also considering a read it see it program where teens read the book and then get together to watch it.
- Next year's theme will be space and astronauts; bottle rockets are on the docket.
- Just introduced family themed Silly Saturdays. This past Saturday, six people came. The stories are focused on ages 4-8, but all ages welcome. Upcoming programs include a comic book program and different story hours. Alyssa is focusing on family themed programs.

10. COUNCIL LIAISON: Tom Fiato/not present

11. SCHOOL LIAISON: Diane Mardy

- Smooth start to the school year
- Ed Foundation has funded two author visits. First, on 9/26 Wendy Mass author of *Jeremy Fink and the Meaning of Life* and second Laura Schroff, author of *The Invisible Thread*, on October 24th.
- The HHK media specialist, who will be working in HHK two days a week, is organizing a picture book (grades K-2) author visit for this year as well.

12. COMMITTEE REPORTS: None in any category

13. OLD BUISNESS:

a) Library Capital Project: none

b) Friends of the Library: in progress. Leads being pursued/excited about prospects

14. NEW BUISNESS:

a) Approval of 2019 Holiday and Meeting Schedules

Caroline Richards moved to approve the 2019 Holiday Schedule. Leann Surz seconded the motion.

b) Approval of 2017 audit report

Diane Mardy moved to approve the 2017 audit report. Hugh Turk seconded the motion.

c) Motion to enter Closed Session: Hugh Turk moved to close the regular meeting and open the closed session at 9:10pm. Patricia Crossley seconded the motion.

d) Motion to close Meeting: At _____ PM _____ moved to close the meeting. _____ seconded the motion. *(These details will be added for approval at the November meeting)*