

# Worth-Pinkham Memorial Library

## BOARD OF TRUSTEES MEETING

September 18, 2017

7:30pm

MINUTES

1. Call to Order & Attendance in Accordance with the Open Public Meeting Act  
The meeting was called to order at 7:37 by John Mongelli. John Mongelli, Gretchen Kaser, Herman Crowley, Caroline Richards, Jeff Clutterbuck, Leann Surz and Patricia Crossley were present.

2. Minutes of 6/19/17 Regular Meeting approved unanimously. Motion by J. Clutterbuck, seconded by L. Surz.

3. Public Session called to order at 7:37 pm. There was no public in attendance.

4. Correspondence

Letter sent by C. Richards to the Shade Tree Commission to purchase shrubs and planting materials on the Library's behalf. Library will reimburse once bill is finalized

5. President's Report John Mongelli

G. Kaser's reservation for the Atlantic City trip was made with J. Mongelli's permission

6. Vice President's Report Hugh Turk

none

7. Treasurer's Report Herman Crowley

The Capital Account as of 8/1/17 is \$57,290.64 and the Operating Account as of the same date is \$15,494.47. There is approximately \$9K from unused salaries that will be held in the Operating Account until the end of the calendar year.

There have been unexpected building repairs, especially with the HVAC unit resulting in a \$1,760 bill to Generation III. There was discussion about how the bill is itemized. We will request an itemized bill. J. Clutterbuck moves to pay the September bills list except check #1821 for 1760\$ bill to Generation III; this will be held until the board gets an itemized bill.

The Library's third quarter check from the Boro was lost in transit and is in the process of being reissued. This check will be for approximately 39K because it includes the above mention monies from unused salaries.

The utilities expense trends indicate that our electric usage remains at more than half what it was last year. Gas; however, is slightly up from what it was last year.

G. Kaser will request that Profit and Loss report will now be run as a Budget vs. Actual, and that the Capital and Operating Accounts will be run to better show cash flow.

The new bookkeeper, Barbara Dillon started in August. Her salary is \$23/hour. J. Clutterbuck moves that we hire B. Dillon as the new book keeper at the rate of 23/hour retroactive to August 1, 2017. P. Crossley seconded the motion. Unanimously approved.

8. Secretary's Report Caroline Richards

None – covered in correspondence

9. Director's Report Gretchen Kaser

The Library's table at Movie Night went well; many people approached.

Summer circulation were very close to what they were at this time last year. Foot traffic was strong. June's number isn't accurate because the porch entrance was closed for several days. July and August saw over 3,000 people per month which is robust.

Due to budgetary restrictions BCCLS is eliminating Hoopla (downloadable ebooks, audiobooks, TV shows, movies and music). Charges hard to predict because of pay-per-use model. Audio books tend to cost more

than the other items. If we take it on, it is hard to budget for growth. Average monthly cost of late has been 180/month. G. Kaser estimates HHK's annual cost could be about \$3,200. Checkouts would be limited to just HHK residents. Tough to decide if we should budget for this for next year. HHK has 98 registered card holders using this new service. Hoopla allows for multiple use – so that an item can be checked out by more than one user at a time, eliminating a wait list. Some discussion about need for offering movies, TV, and music. At present, no need to limit by type of media offered, only limited by price point and checkouts per customer. Most of the higher priced items are the ebooks. G. Kaser recommends trying to keep the service at least through December so we can make a more educated decision. Questions about creating a standalone relationship with OverDrive or Baker and Taylor were raised. Board agrees to continue use through December 2017 at estimated cost of approximately 180/month.

Summer reading programs very successful.

Interior security cameras installed and working well.

The construction Bond Act passed with the Governor and will go up for public referendum in November. If the majority of the state votes, it will pass. This offers the Library matching for construction projects.

G. Kaser J. Clutterbuck moves to allocate 195 plus reasonable travel and lodging costs for our librarian to attend the Futures Conference in Atlantic City, NJ September 25-26. H. Crowley seconded. Unanimously voted in.

On 10/27/17, the library will hold an "On-Site, On-Demand" PD for staff; the library would be closed during that time (10am – 1pm) so that all personnel can attend.

A Halloween celebration, geared toward younger kids is in the works for that afternoon. If the Halloween celebration becomes an annual event, J. Mongelli suggested finding a way (tee shirts or something similar) to make this a fundraising event.

The children's summer reading program was successful. G. Kaser and E. Douglass will look into venues other than the HHK school to hold larger events.

10. Council Liaison Thomas Fiato, Councilman

none

11. School Liaison Diane Mardy, Superintendent

none

12. Committee Reports:

A. Personnel Committee

Hugh Turk\*, Patricia Crossley/Alternate: Jeff Clutterbuck

none

B. Finance Committee-

Herman Crowley\*, Jeff Clutterbuck

none

C. Library Strategic Plan-

Patricia Crossley\*, Leann Surz, Caroline Richards

none

D. Sub-Committee –

a. Title Search Committee- Letter to Attorney/Executor of the Estate of Hester Van Buiten

Jeff Clutterbuck\*, Hugh Turk

none

E. Policies and Procedures Committee

Jeff Clutterbuck\*, Herman Crowley

J. Clutterbuck moves to adopt the security camera policy prepared by the Director identified on pages 31 and 32 of the September 18, 2017 Meeting

Agenda and that it become a part of the HHK Library Board Policy and Procedures. P. Crossley seconded the motion and all approved.

C. Richards moved to approve the Proposed Holidays 2018 as outlined on page 30 of the Director's Report. H. Crowley seconded the motion and all approved.

P. Crossley moved to approve the Proposed Board Meetings 2018 as outlined on page 30 of the Director's Report. H. Crowley seconded the motion and all approved.

F. Building and Grounds-  
Leann Surz\*, Caroline Richards

Ethan Menzel's Eagle Scout project will create a garden to make the sign more visible.

Electronic copies of the site plan have been emailed to Board members.

The DPW will bring in a backhoe to scratch up and loosen the earth to create a way for the Boy Scouts to dig. The DPW is aware of the sprinkler system. All work will be to the right of the Library's stair case. The DPW will also clear cut some larger overgrown shrubs so the Boy Scouts can mulch over; this is done in an effort to not disrupt the beds' infrastructure (rock walls etc). The DPW will also prune some of the larger unwieldy shrubs.

The plan calls for adding plants for texture and color.

Questions about the sprinkler will be addressed as the project proceeds.

The Boy Scouts are scheduled to work on September 30<sup>th</sup>. The Shade Tree Commission, L. Surz and G. Kaser will be in attendance.

Ethan's projected budget remains at \$2,000. Ethan has raised some funds to contribute. The only question is if the DPW will charge us for their contribution. J. Mongelli requests that we get a separate bill for that work.

J. Mongelli would like to see this story be submitted to the local paper as a human interest/community service story. G. Kaser will reach out.

13. Old Business

a. Boy Scout landscaping project

See Buildings and Grounds

14. New Business

a. Security Camera Policy

See Director's report

b. Resolution to approve new hire

See Finance report

c. Approval of 2016 financial audit report

J. Clutterbuck moves to approve the Audit for the year ending December 31, 2016 as prepared by our auditor, Ferraioli, Weilkotz, Cerullo and Cuva, P.A. dated May 16, 2017. H. Crowley seconded and all approved.

d. arcari + iovino design study proposal

J. Mongelli reports that the meeting with the architect revealed the most economic plan seems to be staying here. The first step is getting a survey for the Library property and two adjacent lots done so architect can provide concrete proposal and the Board can assess. J. Clutterbuck recommends getting clarification on what kind of survey information is needed. J. Mongelli will get clarification from architect of what is needed and begin process of bidding out survey services. J. Clutterbuck believes that incorporating this building will keep within the confines of the will.

15. Closed Session (if required)

Not required

16. J. Clutterbuck moves to adjourn at 9:40pm. H. Crowley seconded.

**Date of Next Meeting 10/16/2017**