

**Worth-Pinkham Memorial Library**  
**Board of Trustees Meeting**  
**September 20, 2021**  
**7:30pm**  
**Meeting Minutes**

1. Meeting called to order at 7:35. D. Policastro, J. Mongelli, D. Mardy, M. Taylor, J. Clutterbuck, C. Richards, J. Bielen, H. Turk and H. Crowley in attendance. L. Surz and P. Crossley were not present.
2. Minutes of the 6/21/2021 meeting approved. J.Clutterbuck made a motion and H. Crowley seconded.
3. Public Session - no public in attendance
4. Correspondence - Shade Tree Commission Tree City flag (Chris Ramondi/ Borough)
5. President's Report: J. Mongelli - none except for welcome back to in person meetings
6. Vice President's Report: H. Turk - none
7. Treasurer's Report: Herman Crowley
  - September Bills list - H. Crowley moves to approve and H. Turk seconds. All approve.
  - Gas and electric trends are on point
8. Secretary's Report: C. Richards - None
9. Council Liaison: D. Policastro
  - No update on the BoA situation.
  - M. Taylor reports the leak from the latest storm (Ida). DPW inspected the roof and cleaned the gutters. The gutters appear to have been the issue and going forward the DPW will do gutters quarterly.
10. School Liaison: D. Mardy
  - Back in school doing all of the things possible to keep students in the building. Mask mandate from governor and people in building must show evidence of full vaccination status by mid October. Those who are not, will have to test 2x/week. Back to School Night is coming up - in person 1 parent per child. School would like to coordinate with weeding project.
11. Director's Report: M. Taylor
  - Circulation is up considerably. Of particular note is this year's summer reading was an 84% increase
  - Library reports having a consistent issue with Baker & Taylor - taking a month or more for books to arrive. This affects customer service as well as our overall number of new books added to the collection this summer. M. Taylor has opened an account with Ingram Content Group to help mitigate the issue with Baker & Taylor. Prices and service are similar.
  - Borough has issued 3rd quarter check.
  - Many staff members will be impacted by the minimum raise increase.
  - M. Taylor met with W. O'Keefe to transition Friends of the Library.

- In reorganizing furniture a small area rug was necessary to cover a cut out in the rug. M. Taylor did get a quote (apx \$600 for 16 squares) for a few carpet squares in a contrast color.
- There appear to be a few spots in the ceiling that could be at risk for future storms - keeping an eye on them for now.
- Summer programming was robust across all age groups. More virtual programs scheduled and the library will continue to offer take home crafts
- M. Taylor has extended the subscription for the MeeScan check out. People are taking advantage; kids particularly enjoy it. The renewal (18 months) is through BCCLS and will appear in our bill for apx. \$14/month.
- BCCLS has upgraded several computers in the building including M. Taylor's.
- New part-time Library Assistant started 8/20. There is an opening for a part time Programming Library Assistant which has been posted and interviews are in the process.
- H. Turk and H. Crowley moved to grant permission - and all approved - for an early library close one day in December for staff development.
- M. Taylor is working with Borough Hall to create an alternative holds pick up at Borough Hall. At the moment, we are not offering returns there.
- The library now has a TikTok account to promote library. Instagram reach has increased.
- Youth Services: new Librarian, J. Bielen
  - Reports parents asking for leveled books - current thinking is that books aren't supposed to be leveled for kids in a public space. J. Bielen is keeping a running list with books to recommend.
  - Summer Youth Reading participants read 1,900 titles. Summer Reading was celebrated with a porch party that 21 kids attended (crafts/ices/games). Summer crafts were also robust.
  - J. Bielen is partnering to offer displays that correspond with what is happening in school English classes (realistic fiction, for ex.).
  - Story time will return on the porch this month; attendance is limited to 8 kids, weather permitting. Take home crafts and activity kits will continue and once a month it will be a STEAM activity.
  - "Book Packs" will be kicking off soon (backpacks with related books, stuffed animals, activities)

## 12. Committee Reports

- A. Personnel - none
- B. Finance - none
- C. Strategic Plan - none
- D. Title Committee - none
- E. Policies and Procedures - none
- F. Buildings and Grounds - none
- G. Friends of the Library - none

## 13. Old Business -

- Late Fees - Current research suggests book fines are a barrier to service and inequitable. In a typical year we have just over 2K in fines and waive the same amount. Regarding the expensive LaunchPads, overdues have not been an issue. As a result, M. Taylor recommends the removal of collection of late fees. We will continue to bill for damaged and lost books, and cards will be suspended for unpaid fees. We can waive fines for HHK materials, but not for other libraries. J. Clutterbuck moves the recommendation to be adopted as policy of the Board. D. Mardy seconds. All approve.

14. New Business

- A) Approval of 2020 audit report - The library meets the NJ, but not the national auditing standards, which is acceptable. No criticisms of our practices in the report. J. Clutterbuck moves to accept and approve the 2020 financial audit report, H. Crowley seconds and all approve.
- B) J. Clutterbuck moves to approve the proposed 2022 holiday and meeting schedule. H. Crowley seconds and all approve. Note: Juneteenth for 2022 the library will follow Federal rather than state guidelines. This will impact the last board meeting before summer (6/13/21).

15. Closed Session: J. moves to go to close session and H. Turk seconds. All approved.

Adjournment - D. Mardy moves to adjourn and J. Clutterbuck seconds at 9:37pm.

Date of next meeting: Monday, October 18, 2021

