

# Worth-Pinkham Memorial Library

## BOARD OF TRUSTEES MEETING

June 19, 2017

7:30pm

MINUTES

1. Call to Order & Attendance in Accordance With the Open Public Meeting Act at 7:34. John Mongelli, Caroline Richards, Leann Surz, Patricia Crossley, Jeff Clutterbuck and Herman Crowley, Gretchen Kaser and Erin Douglass are in attendance. Diane Mardy, Hugh Turk and Tom Fiato are not in attendance.
2. Minutes of 4/17/17 Regular Meeting – approved  
Minutes of 5/15/17 Regular Meeting – approved
3. Public Session

Ethan Menzel and Kim Mitchell presented Ethan Menzel's proposal for his Eagle Scout project to re-landscape a portion of the Library's front approach. This includes removing dead plants, trimming existing plantings and adding perennials. The space will be mulched. The focus will be around the Library's sign. Should the budget allow, there is a possibility of creating a rock wall around the sign.

The approximate plant budget is roughly \$5,000. Currently, a small donation from the Boy Scouts is expected, but the library would be expected to contribute. Exact numbers yet to be determined. There is no exact planting plan at present.

The project is expected to take two days over a weekend. There is a possibility of three or four days.

The possibility exists to do this in two phases: a clean-up and a planting phase, but not too much time can elapse between phases.

A discussion ensued about if the Trustees would like to install a wall.

The B&G Committee will be in touch with Ethan Menzel about a \$2,500-3,000 budget and a scope for the project.

4. Correspondence

None

5. President's Report

John Mongelli

None

6. Vice President's Report

Hugh Turk

None

7. Treasurer's Report

Herman Crowley

As of 5/31/17 the accounts are as follows:

The Capital Account: \$65,858.70

The Operating Account: \$32,285.12

The Total: \$98,143.82

L. Surz moved to approve the bills list. P. Crossley seconded. Bills approved.

The Library received, in June, May's 30K allocation, so it isn't reflected in this statement. It will be in the next one. The payroll line item does not reflect the May payroll; it should be reflected in the next report.

8. Secretary's Report

Caroline Richards

The May Minutes, with edits will be redistributed.

9. Director's Report

Gretchen Kaser

Erin has begun the Summer Reading program; the theme for the summer is "Building a Better World." SR will run through 7/28 with a grace period to accommodate readers who may be away during that time. There are many incentives planned along the way.

Erin has planned many events both at the HHK School and at the library and has distributed across multiple platforms.

May door count up over April and continues to climb. Circulation is also up for May both in print and digital.

The draft of the audit report has arrived; it is as expected. The only recommendation is getting the back up of payroll from the borough.

We've received a 2\$ bonus check from the state.

The Ladies Auxillary (Fire Department) has given the library 500\$ for children's technology or other wish list items for the children's Library.

ECLC had a ceremony honoring their volunteers. The Library has a volunteer who works at the library on Fridays; some members of the staff attended the ceremony.

The HHK kindergartners came this month and got their library cards

#### Facilities update

- a) the painting project has been slightly delayed due to weather. Other issues have been uncovered during this project including another animal hole and wasps. Painter is addressing wasp damage.
- b) Additionally, poison ivy was discovered on the lawn. The air conditioning unit has stopped working DPW is aware of these issues.
- c) Boss Securities conducted an estimate about interior security cameras. Total cost would be \$2,400 without the monitor. Average monitor cost is \$165. There is no monthly monitoring fee. It is estimated that the cameras would cover key areas, but not staff spaces. Monitor will be placed in such way that staff members can monitor. System works similarly to a DVR and saves data for roughly a month. Should we renovate or expand, cameras can be moved. Installation expected before the end of June. Our policies and procedures will need to be updated.

Motion to approve the purchase of the cameras out of the Capital Account made by H. Crowley and seconded by L. Surz. Motion approved.

10. Council Liaison

Thomas Fiato, Councilman

None

11. School Liaison

Diane Mardy, Superintendent

None

12. Committee Reports:

A. Personnel Committee-

None

B. Finance Committee-

None

C. Library Strategic Plan-

None

D. Sub-Committee –

a. Title Search Committee-

None

J. Mongelli reports in terms of a survey of the properties:

Per. B. Jones: municipalities bond, rather than mortgage. Bonding happens at roughly 1%. Mortgages are currently around 4/5%.

The library simply needs to maintain this address, and something else can be constructed. A meeting with a library architect might reveal what could be done with the property.

E. Policies and Procedures Committee

None

F. Building and Grounds-

Will follow up with Ethan Menzel.

13. Old Business

a. Friends of the Library

Nothing to report

b. Security Cameras

Discussed under the Director's Report

14. New Business

a. Resolution to pay July and August bills

J. Clutterbuck moves to adopt a resolution to enable the Library Director and Library Bookkeeper to approve and pay bills recurring and ordinary bills during the months of July and August 2017. This provides that Herman can approve also. H. Crowley seconded.

15. Closed Session (if required)

J Clutterbuck moves that we enter closed session at 9:20. L. Surz seconded the motion.

16. Returned to open session at 9:45. Meeting adjourned at 9:45pm.

**Date of Next Meeting 9/18/2017**

**Adjournment**