MINUTES
MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
January 28, 2019
(Franklin Lakes Public Library)

Present: Jennings, Leone, Luciano, McMahon, Penna, Ramsey, Riccobene, G. Strauss, Swist,

Absent: Bivona, J. Strauss

By Invitation: Parete

I –II. Call to Order

President Leone called the meeting to order at 6:00 p.m.

The President read an announcement stating that, in accordance with the Open Public Meetings Act, adequate notice of the meeting has been given to the Suburban News, has been posted on the Library bulletin board and filed with the Franklin Lakes Municipal Clerk.

III. Roll Call

Roll Call was taken.

IV. President’s Announcements

President Leone conducted the swearing in of new Trustee Robert Penna. Trustee Penna’s term will end on 12/31/2023.

President Leone shared with the Trustees his thoughts for the Library Board in 2019. He is pleased with the diversity on the Board as far as length of service and outside experience. He himself has been on the Library Board for eight years. He noted that 2019 will be a tough environment given the challenges that BCCLS Libraries are facing with the startup of the new delivery service and the possibility of a reduction in reimbursement. He reiterated his desire to have BCCLS Executive Director Dave Hanson attend a future Board meeting in Franklin Lakes. President Leone would like all committees to pick specific goals for 2019 and relate them back to the Strategic Plan. He also acknowledged that the Library is housed in an aging building which presents a unique set of issues on a daily basis. In addition, President Leone would like to see an educational topic at the Board meetings and plans to spend more time at the Library. He feels that the Library can increase the current number of card holders to get above 60% of the Franklin Lakes population. Metrics are an important tool in managing the Library and he asked the Finance committee to work on creating meaningful metrics. President Leone committed to hosting a staff appreciation event in 2019.

V. Public Comments

President Leone welcomed public attendees and Library employees Laura Henderson, Sara Tobias, Mary McClain, Jennifer Hendricks, and Ken Lew. Mrs. Barbara Lew was also in attendance. Ken Lew addressed the Board about his continuing employment with the Library. The Personnel committee agreed to meet shortly to discuss the situation.

Councilwoman Ramsey announced to the group that Mr. Walter Nowatka and Mrs. Diann Nowatka have offered to pay for the reframing of the quilt displayed in the Library’s Local History room. All present were in agreement that this is a very generous offer by the Nowatka family and thank them immensely for their contribution. Councilwoman Ramsey will let them know they can proceed with the process of removing the large quilt.
VI. Minutes of Previous Meetings

A. A motion was made and passed to approve the minutes for December 17, 2018 and January 7, 2019 (Riccobene, Swist).

VII. Treasurer's Report

A. A motion was made and passed to approve check numbers 1085 through 1155 (Jennings, Luciano).

B. Trustee Jennings discussed financial variances in the December 2018 Profit & Loss Budget vs. Actual Report. Income was above budget by .7%. For the months of January through December 2018, Benefit Expenses were approximately 2.5% below budget and Personnel Expenses were below budget estimates by 2%. Material Expenses for the same time period were below budget by 5% and Operations Expenses were above budget estimates by 2%. Total expenses were below budget by approximately 2%.

C. All bank accounts for the Library have been reconciled up to the most current bank statements.

VIII. Committee Reports:

A. Finance - Trustee Jennings read the following voided checks from 2018 into the record:

<table>
<thead>
<tr>
<th>Check #</th>
<th>Dated</th>
<th>Payee</th>
<th>Amount</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>6563</td>
<td>5/21/18</td>
<td>Ridgefield Lib</td>
<td>10.00</td>
<td>Patron returned book and Ridgefield accepted it.</td>
</tr>
<tr>
<td>6667</td>
<td>7/23/18</td>
<td>Cablevision</td>
<td>134.94</td>
<td>Cablevision never received check; voided and replaced with check 6760 dated 9/14/18</td>
</tr>
<tr>
<td>6749</td>
<td>9/17/18</td>
<td>Karen Luschar</td>
<td>375.00</td>
<td>Performer became ill before program and cancelled</td>
</tr>
<tr>
<td>1003</td>
<td>10/23/18</td>
<td>Coordinated Tech Grp</td>
<td>1,650.00</td>
<td>Coordinated Tech Group never received check; voided and replaced with check 1076</td>
</tr>
</tbody>
</table>

Trustee Jennings then provided a brief overview of the draft 2019 Library budget which was handed out to all Trustees. There was much discussion about the affect several unknown issues will have on the 2019 budget including:

1. The possibility of a smaller reimbursement from BCCLS in 2019.
2. The pre-payment of $9,000.00 to BCCLS for delivery services that may or may not be partially rebated in 2019 depending on how the new delivery service progresses.

3. The amount of interest to be earned in 2019, depending on rates offered by Columbia Bank.

4. Attorney fee for contract negotiations.

All Trustees were asked to review the draft budget and any questions about the budget can be sent via email to Trustee Jennings. The budget will be voted on at the February 2019 meeting.

IX. Friends of the Library Report

Trustee Riccobene reported that the Friends met in January 2019 and are pursuing a design blogger with a new book coming out soon for the Author Luncheon. The Luncheon is tentatively scheduled for either May 8 or May 15, 2019. The Friends have agreed to fund the Library with $20,000.00 in 2019 for Programs and special Materials. The fund drive has been successful this year with 119 donors so far. The Pavers are again a very popular item with the Franklin Lakes contributors. The Friends will meet again in February.

X. Director’s Report

Director McMahon reported in more detail about the status of the BCCLS new delivery service. An advertisement has been posted for the hiring of drivers, the new bins have been selected and the new Delivery Manager has been scouting locations for a warehouse. New trucks are also slated to be leased. These start-up activities are being funded by the $9,000.00 each BCCLS Library is paying in 2019. Any leftover funds will be credited back. It is anticipated that the new service will begin in May 2019. Director McMahon will remain a member of the Delivery Task Force.

A new Teen Library Assistant has been selected. Director McMahon stated that this new hire will be a very talented addition to the staff and will begin on February 19, 2019.

The new Book Drop has been delivered and installed. The replacement of keys and locks throughout the building is almost complete. A master key for the cleaning service will now be left within the building in a locked box.

After days of troubles with the Verizon phone lines that are connect to the Library’s fire alarm, A.C. Daughtry has recommended switching to a radio frequency line. (see XII. New Business)

Director McMahon asked for and received permission to solicit a 2019 contract for the inspection of the sewer pumps.

XI. Old Business

There was no old business to discuss.

XII. New Business

Employee Laura Henderson gave the group a demonstration of the new website she has developed for the Library. Several suggestions were made and will be implemented by Laura. The new website is planned to be put into production on/around February 1, 2019. Laura will be working with HostGator to get a proposal and costs for additional pages to the website as well as a click count function.

A. A motion was made and passed to approve an increase for Pages to $8.85 per hour. (Luciano, Riccobene).

B. A motion was made and not approved for the blowout of the dry sprinkler system by North Jersey Fire Protection (Luciano, Penna).

C. A motion was made and passed to approve the renewal of the Landscapeworks contract for 2019 (Riccobene, Luciano).
D. A motion was made and passed to approve the installation of a new A.C. Daughtry radio frequency system for the fire alarm, with agreement for President Leone and Director McMahon to choose the most economical option (Jennings, Penna) (see X. Director's Report.)

A motion was made and passed at 8:00 PM to go into closed session to discuss negotiation matters. A motion was made and passed at 8:06 PM to come out of closed session.

XIII. Membership Hearing

Director McMahon presented a recent article in the AARP newsletter that extolled how reading on a regular basis can extend life. The article goes on to encourage all AARP members to use, renew, or obtain library cards in their local communities.

The Personnel committee will meet again on February 5, 2019. A date for the next union negotiation session is still being discussed.

The Building, Grounds and Technology and Policy committees need to set meeting dates.

XIV. Adjournment. The meeting was adjourned at 8:15 pm.

Respectfully Submitted,

Louise Riccobene, Secretary