MINUTES
MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
February 25, 2019
(Franklin Lakes Public Library)

Present: Bivona (early departure), Jennings, Leone, Luciano, McMahon, Penna, Riccobene, Swist,
Absent: J. Strauss, G. Strauss, Ramsey
By Invitation: Parete

I. Call to Order

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

II. President’s Announcement Regarding Open Meeting Act

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 noted it had been a busy month since the last Board meeting with many committee meetings taking place. As a result, the meeting had a busy agenda with an important review and vote on the 2019 Budget. President Leone also mentioned he was able to meet new Library employee Brigette Carroll while he visited with staff before the meeting began (see XIII. New Business). President Leone extended an invitation to Trustee Penna to join the Personnel Committee. President Leone also reminded those present that Dave Hanson, BCCLS Executive Director, would be attending the April 2019 meeting of the Franklin Lakes Library Board and that a review of metrics provided by BCCLS would be done at a meeting in the near future. President Leone will be following up with the Laurita family in regard to the Library’s efforts to create a sensory space.

V. Public Comments

President Leone welcomed public attendees and Library employees Jackie Bunker-Lohrenz and Laura Henderson.

VI. Minutes of Previous Meetings

A. A motion was made and passed to approve the minutes for January 28, 2019 (Jennings, Penna).

VII. Committee Goals:

President Leone thanked the committee chairs for their submission of goals for 2019. He related there was good conversation taking place during the formulation of the goals and that these goals would be a focus for each committee during 2019. Below are the goals for each committee:
Personnel:
1. Negotiate a new contract with the employee Union (AFSCME)
2. Create a new organizational chart for the Library
3. Review all job description for Library personnel

Finance:
1. Create and review historical trends
2. Understand fully the line items that make up the Library budget
3. Understand the relationship between BCCLS and the Franklin Lakes Library
4. Use a bottoms up approach for the budgeting process

Building, Grounds & Technology:
1. Understand Technology needs from a patron perspective
2. Review the 2019 Capital plan in detail
3. Formulate a longer view of facility needs with a plan to repurpose space if necessary
4. Understand and plan for Technology needs in the Children's Department
5. Investigate if Technology can drive an annual marketing plan for the Library

Policy:
1. Review the current Policy manual
2. Address Policy issues as they arise and bring them forward to the Board for a vote
3. Work with the Library’s insurance provider for a Policy review

VIII. Treasurer’s Report

A. A motion was made and passed to approve check numbers 1156 through 1205 (Jennings, Luciano).
B. Trustee Jennings briefly reviewed the differences in spending between January of 2019 and January of 2018 and noted that the Library had received BCCLS reimbursement of $5,812.00 in February 2019.
C. All bank accounts for the Library have been reconciled up to the most current bank statements.

IX. Committee Reports:

A. Finance - The 2018 Audit draft V2 was distributed for all to review. The Audit will be voted on at the March Board meeting. The M&T bank accounts have been closed and the funds moved to Columbia Bank. President Leone reminded the Finance Committee that attention should be paid to FDIC guarantee limits whenever the investing of funds is researched. Mayor Bivona agreed to assist as investing decisions are contemplated.

B. Personnel - The next session of union negotiations is scheduled for March 5, 2019.

C. Policy - A new Surveillance policy was created (see XIII. New Business). The next policies to be reviewed and/or revised include the Emergency Closing Policy and the Incident Reporting policy. It was agreed that the outdoor book drop will remain open 24/7 and the Circulation staff will empty it on a regular basis.

X. Friends of the Library Report

The Friends have selected Bridget Moynahan as the Author for the Spring Luncheon which will be held on May 8, 2019. Bridget’s new book is due out April 9, 2019 and is titled Our Shoes, Our Selves: 40 Women, 40 Stories, 40 pairs of Shoes. Since Ms. Moynahan is also a popular TV star, currently starring in the CBS show Blue Bloods, it is anticipated that there will be a huge response for attendance at the Spring Luncheon.

The Friends will also be planning a Fall 2019 event that will feature an additional author.
XI. Director’s Report and Correspondence

Library Link NJ voted to continue operations through December 2019. Since BCCLS will have their own delivery service in 2019, LLNJ will be used only for materials requested that are not available through the BCCLS Consortium. BCCLS has submitted a bid on a warehouse located in Passaic County to serve as the new delivery service headquarters. New bins are being considered for purchase. They would be shared as a joint purchase with RCLS and are stackable, nesting and slightly larger than the original design.

During 2019 Director McMahon will serve on four BCCLS Committees: By-Laws (chair), Election, Delivery Task Force, and Finance. Director McMahon will also continue to serve on the Executive Board through 2020.

With the exception of the Director’s Office and restrooms, all locks in the Library have been rekeyed. The bill for this work has not yet been received. Siemens has notified the Library that the Fire Alarm panel will no longer be supported in the near future and will need to be replaced. Pumping Services has agreed to renew their contract with the Library for sewer inspection at the same rate as 2018 (see XIII. New Business).

XI. Old Business

There was no old business to discuss.

XII. New Business

A. A motion was made and passed to approve a contract with Pumping Services, Inc. for 2019 at a cost of $800.00 (Luciano, Swist).

B. A motion was made and passed to approve the Surveillance Camera Policy (Riccobene, Jennings).

C. A motion was made and passed to approve the hiring of Brigitte Carroll as Teen Library Assistant (Luciano, Swist).

A motion was made and approved by all present to go into closed session at 6:45 PM to discuss negotiation and personnel matters. A motion was made and approved by all present at 7:10 PM to come out of closed session.

D. A motion was made and passed to approve the 2019 Budget (Jennings, Luciano).

XIV. Membership Hearing

Trustee Luciano requested that a By-Laws Committee be formed to review and update the existing By-Laws for the organization. This was agreed to by all present and the By-Laws Committee will consist of Trustee Luciano, President Leone, Trustee Riccobene and Director McMahon.

XV. Adjournment.

The meeting was adjourned at 7:35 PM.

Respectfully Submitted,

Louise Riccobene, Secretary