MINUTES

MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
March 18, 2019
(Franklin Lakes Public Library)

Present: Bivona, Jennings, Leone, Luciano, McMahon, Penna, Ramsey, Riccobene, J. Strauss (via phone), G. Strauss, Swist

Absent:

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 announced that the agenda for the meeting would be somewhat shortened due to several Trustees having to leave early.

President Leone has been unsuccessful in his attempt to make contact with the Laurita family. Mayor Bivona volunteered to try to make contact with the family. The purpose of making contact is to update them on the Library’s Autism efforts. President Leone noted that the February statistics look very good, with Program attendance up along with Technology sessions. There was also a year-over-year increase noted in music circulation and DVD circulation. Year-over-year Book circulation was slightly lower. Franklin Lakes remains one of the top net lenders in BCCLS with the most activity coming from Oakland and Wyckoff.

President Leone commended the Library Board committees on their work noting that several new policies have been drafted by the Policy Committee and that the 2018 Audit and new Union contract are ready for approval, reflecting work done by the Personnel and Finance Committees (see XII. New Business and VII. Committee Reports).

President Leone will not be present at the April 2019 meeting, but will dial in remotely. Trustee J. Strauss will be present at the April 2019 meeting. Dave Hanson, the new Executive Director of BCCLS, will also attend the April 2019 meeting.

V. Public Comments

No employees or other public attendees were present at the meeting.

VI. Minutes of Previous Meetings
A. A motion was made and passed to approve the minutes for February 25, 2019 (Riccobene, Bivona).

VII. Treasurer’s Report

A. A motion was made and passed to approve check numbers 1156 through 1205 (Jennings, Luciano).
B. Trustee Jennings discussed financial variances in the February 2019 Profit & Loss Budget vs. Actual Report. Income was in line with Budget estimates. For the months of January through February 2019, Benefit Expenses were approximately 10% below budget and Personnel Expenses were in line with budget estimates. Material Expenses for the same time period were below budget by 32% and Operations Expenses were below budget estimates by 9%. Total expenses were below budget by approximately 8%. It was noted that Rockland and Electric bills have not been received since January 2019.
C. All bank accounts for the Library have been reconciled up to the most current bank statements.

VIII. Committee Reports:

A. Finance - Trustee Jennings reported that he and Business Administrator Helen Parete met with Columbia Bank on March 12, 2019 to ensure that the Library will receive the same interest rate as the Borough if and when the Borough transfers funds to Columbia Bank. The meeting was very positive and it is expected that the Library will receive the same rate as the Borough on their accounts. The Library will also be included as part of the Franklin Lakes Municipality regarding insurance issued by the bank to protect municipal funds. Per the 2018 Audit, it was noted that the transfer sheet will be forthcoming from the auditors once they are notified of the final 2018 Audit approval. Mayor Bivona asked if the Library should consider moving recurring Capital items to operating expenses. This will be discussed jointly between the Finance and Building, Grounds & Technology Committees.

B. Personnel - Library employee Sara Tobias will be retiring as of 5/31/19. The search for a replacement Librarian for the Children’s department has already begun with the position being posted on the BCCLS website. There was discussion about the need for a Children’s Librarian who is strong in the area of technology, program development and community outreach. Two additional employees, N. Yarish and V. Halpin are no longer with the Library.

C. Policy - The Policy Committee met on March 13, 2019. A new policy on Emergency Closings was distributed for review and will be on the agenda for approval at the April 2019 Board meeting. Any questions or comments should be emailed to Trustee Riccobene. The committee will begin working on the Incident Report Policy and associated form, using the Borough’s form as a model, and updating the Library’s Computer Usage Policy. Trustee Swist requested that the Policy Committee also review the fee schedule for Technology classes and one-on-one sessions. Mayor Bivona asked that the Joint Insurance Fund review the Library’s policies to ensure they are not in conflict with the Borough’s policies.

D. Building, Grounds & Technology - the committee is reviewing the list of potential Capital projects, taking a long term view of the Library’s future needs. The list will be revised as needed. President Leone requested that the NJ Library Construction Bill be placed on the agenda for May 2019 as a discussion item.

IX. Friends of the Library Report

Trustee Riccobene reported that the response to the May Author Luncheon has been extremely positive thus far, with 50 reservations already received. Trustee Riccobene will investigate the total capacity of the room at Indian Trail Country Club which will be used for the Luncheon.

X. Director’s Report and Correspondence
Director McMahon read a letter from Pfund McDonnell P.C. Attorneys at Law relaying that the injury lawsuit against the Borough and the Library has been settled.

There was an incident of lost credit card(s) potentially removed from an unattended wallet at the Library on Saturday March 16, 2019. The Franklin Lakes Police have access to the Library’s security cameras and will review the video recordings as needed.

BCCLS is moving into their new offices, located at 21-00 Route 208 South in Fair Lawn by the end of March. Updates on the new Delivery Service, the BCCLS office move and the creation of a new Strategic Plan are posted weekly on the BCCLS website. In conjunction with development of a new Strategic Plan, a survey for Patrons and Trustees to complete is posted on the BCCLS website.

Director McMahon also reported on her attendance at BCCLS Advocacy Day held on March 15, 2019 at the Rochelle Park Senior Center. Two items of great importance from the meeting were the need for increased funding for Libraries from the Bergen County Freeholders (grant monies have been cut by 50%) and restoration of full funding in Per Capita State Aid for Libraries from the New Jersey Legislature. Director McMahon distributed a flyer from NJLA which requesting that residents submit letters to their NJ State Representatives in support of Per Capita Library Aid (A3801/S2668).

XI. Old Business

There was discussion regarding recognition of former Trustee Twinkie Polizzi. It was suggested that former Trustee Polizzi be recognized at the May Author Luncheon or at a future employee recognition event. President Leone asked the Personnel Committee to create an employee recognition event that would be held in the next few months. In addition, the committee was asked to investigate Employee Recognition initiatives that might be implemented at the Franklin Lakes Library throughout the year on a periodic basis. Mayor Bivona described some of the employee recognition programs the Borough currently has in place.

XII. New Business

A. A motion was made and passed to approve the 2018 Audit (Jennings, Luciano) (see VIII. Committee Reports).

A motion was made and approved by all present to go into closed session at 6:10 PM to discuss the status of Union negotiations. A motion was made and approved by all present at 6:15 PM to come out of closed session.

B. A motion was made and passed to approve the Union Contract, 2019 - 2021 (Resolution 19-02) (Luciano, Swist).

XIII. Membership Hearing

The Personnel Committee will need to meet before the May 2019 Library Board Meeting.

XIV. Adjournment.

The meeting was adjourned at 7:30 PM.

Respectfully Submitted,

Louise Riccobene, Secretary