MINUTES
MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
April 15, 2019
(Franklin Lakes Public Library)

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

Absent: Bivona, G. Strauss

By Invitation: Parete

I. Call to Order

Vice President Swist called the meeting to order at 6:10 p.m.

II. President’s Announcement Regarding Open Meeting Act

Vice President Swist 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 welcomed Mr. Dave Hanson, Executive Director of BCCLS, to the meeting. Public attendees and Library employees Jennifer Hendricks and Mary McClain were also in attendance.

Mr. Hanson, who has been in his position since October 2018, provided the Board with updates on several BCCLS topics and items of focus. He also welcomed questions from Board members. Highlights of the discussion follow:

- Mr. Hanson relocated from Kansas City, Kansas to New Jersey and has been getting acclimated to his new surroundings. Mr. Hanson has been able to visit all 77 libraries that make up the BCCLS consortium, a notable feat. The 77 libraries span four NJ counties. Within BCCLS, Mr. Hanson has been impressed with the commitment of Library Directors to service within their local communities.

- One of Mr. Hanson’s most pressing goals is the creation of a new Strategic Plan for BCCLS that would cover 2019 onward and will take the organization in a new direction. There is a committee of twelve working on the plan with an aggressive timeline:
  - May 2019 - a draft plan will be submitted to the BCCLS Executive Board
  - June 2019 - at the System Council meeting all present will get a first look at the draft plan. Feedback will then be solicited from the membership.
  - October 2019 - The final Strategic Plan will be ratified by the membership.
• Mr. Hanson is committed to working with the State of New Jersey, advocating for the restoration of full per capita state aid funding for all Libraries. The 2020 budget for BCCLS will be introduced during the September 2019 System Council meeting.

• The BCCLS organization has recently completed their move to new headquarters located in Fair Lawn, New Jersey. The new offices include a Conference Room and Training Room that are available to all BCCLS libraries. This was a cost reducing move which also provided needed amenities such as additional parking.

• The BCCLS organization has one open FTE which will be filled in coordination with the final Strategic Plan to ensure that the right resources are in place to execute the plan.

• The BCCLS organization has a fully staffed Information Technology team. The IT team provides core platform and network support for the Integrated Library System used by all members. The IT Team also supports infrastructure such as public computers that are purchased by member libraries through BCCLS. This support is a fee based service offered by BCCLS. Other software supported by the BCCLS -IT group includes LEAP, Overdrive and RBDigital.

• Mr. Hanson believes that all technology instituted by libraries should serve a purpose. While most library patrons and staff see that there is a shift as to how material and content are delivered, Mr. Hanson feels the areas of personal recommendations and privacy are becoming more of a focus. These need to be translated into services for library patrons.

• Mr. Hanson gave an update on the new BCCLS delivery service. Warehouse space is under attorney review and will be located in Fair Lawn, New Jersey. All new vans have been ordered and route test runs will begin in May 2019. The new delivery model will strive to have all deliveries completed and checked in before member libraries open in the morning. It is expected that the BCCLS membership will be out of the current delivery service by the end of June 2019.

V. Public Comments

There were no Public Comments.

VI. Minutes of Previous Meetings

A. A motion was made and passed to approve the minutes for March 18, 2019 (Riccobene, Luciano).

VII. Treasurer’s Report

A. A motion was made and passed to approve check numbers 1226 through 1271 (Jennings, Luciano).
B. Trustee Jennings discussed financial variances in the March 2019 Profit & Loss Budget vs. Actual Report. Income was above Budget estimates by .4%. For the months of January through March 2019, Benefit Expenses were approximately 2% above budget and Personnel Expenses were also above budget estimates by 2%. Material Expenses for the same time period were below budget by 23% and Operations Expenses were above budget estimates by 2%. Total expenses were below budget by approximately .7%.
C. All bank accounts for the Library have been reconciled up to the most current bank statements.

VIII. Committee Reports:

A. Finance - Trustee Jennings will follow up with Mayor Bivona on the move of the Borough’s finances to Columbia Bank. The committee will be working on the finalization of the 2018 Audit Transfer sheet, which will be presented and discussed at the May 2019 Board meeting.
B. **Personnel** - Director McMahon is currently interviewing for the open position of Children’s Librarian. A meeting with Union representatives is set for May 2, 2019. The Personnel committee will be working on a new Organizational chart for the Library as well as the arrangements for an Employee Recognition event.

C. **Building, Grounds & Technology** - The committee will be looking into the Technology services that could be provided by the BCCLS-IT Team. Fees are included on the 2019 published Rate Card. Other areas that need focus include the move to Windows 10 and Office 19 on the public computers, the purchase of scanners to be used with LEAP, and the purchase of more receipt printers that will be needed when the new delivery service begins.

IX. **Friends of the Library Report**

Trustee Riccobene reported that there has been much excitement exhibited over the May Author luncheon with a great response for reservations. Two hundred books have been ordered. The venue is able to hold approximately 265 people. There will be a shoe pop-up store and a “shoes for a year” raffle. The author’s Instagram followers are helping to drive interest in the event.

The Friends will move forward with a recognition brick for former Library Trustee Twinkle Polizzi. Vice President Swist will research how to request a proclamation by the Borough of Franklin Lakes to recognize Twinkle Polizzi and her efforts on behalf of the Franklin Lakes Library.

X. **Director’s Report and Correspondence**

Library Assistant Elisa Marte will be resigning her position as of June 3, 2019 to attend Medical School.

A new water heater has been installed on the second floor of the Library and the VAV box inside the Children’s Room has been repaired. A quote is expected in May 2019 for the replacement of the Siemen’s panel. When this work is scheduled, the Library will need to close to the public for the duration and Director McMahon would like to take this opportunity to schedule a training day for staff. Any proposal for new security cameras will be delayed due to a family issue experienced by the preferred provider.

The new delivery bins for BCCLS will be arriving by the beginning of June 2019. While BCCLS has been successful in hiring the route drivers, they have not been able to find substitute drivers. A new ad will be placed once the lease for the BCCLS warehouse is approved. A few TForce drivers are on the short list to be offered positions with BCCLS for the new delivery service.

Response to the Library’s Teen programs has been extremely low. A new flyer will be created and added to the Eblast and sent to FAMS. More outreach to the patron population is needed for this specific group.

The Local History group has been active with 20-22 participants on a regular basis. Several former firefighters attended the meeting this month and were given instruction on how to navigate Ancestry.com.

XI. **Old Business**

There was no old business to discuss.

XII. **New Business**

A. A motion was made and passed to approve the Emergency Closing Policy (Luciano, Penna).

B. A motion was made and passed to approve the waiver of fees for technology classes (Luciano, Jennings).

C. A motion was made and passed to approve the closing of the Library for the Town Festival on Saturday September 21, 2019. The rain date is Sunday, September 22, 2019 (Luciano, Penna).
D. A motion was made and passed to approve the closing of the Library for the Christmas Tree Lighting Ceremony on Tuesday December 3, 2019 (Luciano, Swist.).

XIII. Membership Hearing

The Finance and Personnel committees need to meet before the May 2019 Board meeting.

XIV. Adjournment.

The meeting was adjourned at 8:10 PM.

Respectfully Submitted,

Louise Riccobene, Secretary