MINUTES
MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
May 20, 2019
(Franklin Lakes Public Library)

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

Absent: Bivona, Penna

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

President Leone 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 complimented the Friends of the Franklin Lakes Library on an outstanding Author Luncheon. The Luncheon was well run and very well attended (see IX. Friends of the Library Report).

President Leone asked for feedback from the Board members present on Mr. Dave Hanson (Executive Director of BCCLS) and his visit to the May 2019 Board Meeting. All agreed that Mr. Hanson is very engaged in his new role, has demonstrated expertise in his field, and has tackled issues such as the new delivery service and the BCCLS office move head on with gusto. Director McMahon relayed that Mr. Hanson has received a positive six month job review. President Leone indicated that he would like to have Mr. Hanson attend another Board meeting, possibly in the year 2020, once the BCCLS Strategic Plan is completed.

President Leone requested that he be included on all Committee meeting invites.

President Leone welcomed Library Employee Laura Henderson to the meeting.

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 April 15, 2019 (Riccobene, Luciano).

VII. Treasurer’s Report

A. A motion was made and passed to approve check numbers 1272 through 1322 (J. Strauss, Luciano).
B. Trustee Jennings and Trustee J. Strauss discussed financial variances in the April 2019 Profit & Loss Budget vs. Actual Report. Income was above Budget estimates by .3%. For the months of January through April 2019, Benefit Expenses were approximately .4% below budget and Personnel Expenses were below budget estimates by 4%. Material Expenses for the same time period were below budget by 22% and Operations Expenses were above budget estimates by 3%. Total expenses were below budget by approximately 3%.

Trustee Jennings expressed concern about the increase in electricity costs. Director McMahon has contacted the Library’s Energy Consultant, Mr. Rich Goldberg, about conducting an energy audit in June of 2019.

Trustee Jennings also reported that the Library can expect to start receiving 3% interest on funds from Columbia Bank beginning June 1, 2019. Helen Parete will reach out to Meena Sivakumar at the Borough to see if they are switching to Columbia Bank for payroll ACH deposits.

C. Discussion was held around the proposed Transfer of Funds to the Library’s Capital accounts. It is well documented that the Library is responsible for the entirety of its Capital needs; the Borough will not support Capital projects for the Library now or in the foreseeable future. In light of pressing needs such as an expansion of the Children’s area, required Technology upgrades, and an aging HVAC system, all present agreed that the total amount of excess funds should be placed into the Capital accounts.

A motion was made and passed to approve the Transfer of Funds to Capital, $81,924.00 - Resolution 19-03 (J. Strauss, Luciano).

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

VIII. Committee Reports:

A. Building, Grounds & Technology - Vice President Swist reported that two submissions were made to the State Library in conjunction with their Public Library Construction Survey. These were in the areas of Rehabilitation and Renovation of a Current Building and Installation or Upgrades to Technology Infrastructure. Costs submitted were rough estimates. Vice President Swist reitered that the list of Capital Projects/Needs be organized on a Project Basis. It is imperative that the Building, Grounds & Technology Committee meet to begin this work. Vice President Swist and Director McMahon also informed the Board that the Siemens Fire Panel is at end of life. While competing quotes will be solicited by Director McMahon, it is recognized that the work done by Siemens is proprietary and will take approximately 1.5 days to complete including testing.

B. Personnel - Trustee Luciano reported that a Labor/Management meeting was held on May 2, 2019. Several issues were addressed at the meeting and the staff has requested that they be consulted on future planned policy changes that would affect the public.

C. Policy - Trustee Riccobene reported that the Committee will begin reviewing the Library’s Policies on Fees and Computer Usage. Director McMahon relayed that BCCLS is working on a project to ascertain if standardized loan periods on materials across BCCLS is feasible. Each Library would still have some leeway for loans on specific materials such as newer books and DVDs, Holiday and Travel books, and Test Prep Guides.

IX. Friends of the Library Report

Trustee Riccobene reported that the Friends Author Luncheon was very successful. Approximately 194 people attended the luncheon and a net profit of approximately $13,637.03 was realized. All of the raffles also did well; the ability to pay by credit card was a key success factor. One suggestion for future events was having the ability to accept electronic payments for the base fee, making it very convenient for attendees to sign up online.

X. Director’s Report and Correspondence
Director McMahon reported that she is waiting for a fourth roofing quote. Once received, a decision will be finalized on the vendor to complete the roofing work. Director McMahon has interviews scheduled for a new Children's Library Assistant. Very few qualified responses have been received for the new Children's Librarian position. The new Teen Library Assistant, Kristina Rivero, will begin on May 28, 2019.

Director McMahon was among a group of Library Directors who met with Assemblyman Christopher DePhillips from Wyckoff to enlist support for restoration of Per Capita State Aid funding.

The new BCCLS warehouse has been secured and the new bins will be shipped in the coming days. The delivery trucks are undergoing modification and one driver has been hired to date. A decision on how BCCLS will pick up/return Jersey Cat material has not yet been confirmed with LLNJ.

Director McMahon reviewed with the Board a proposed funding model from BCCLS for monies that might be received from the Bergen County Freeholders. The model is based on budget and population. An alternative model is the even split of the monies between 62 libraries. The final model will be discussed at the June System Council meeting.

The Borough may change the date of the Town Fair from September 21, 2019 to September 28, 2019 due to scheduling issues with the carnival vendor.

XI. Old Business

There was no old business to discuss.

XII. New Business

A. A motion was made and passed to approve the closing of the library on May 30, 2019 from noon – 2:30 P.M. for the JIF luncheon (Luciano, Riccobene).

B. A motion was made and approved to approve the hiring of Kristina Rivero, Teen Library Assistant (Luciano, Jennings).

C. A motion was made and approved to approve the 2019 and 2010 Audit Proposal from Garbarini & Co (Jennings, Luciano).

D. A motion was made and approved to approve the Jan Pro Cleaning Proposal (Luciano, Jennings).

A motion was made and approved by all present to go into closed session to discuss Employee Recognition and hiring of new personnel at 7:30 P.M. A motion was made and approved by all present to return to open session at 7:40 P.M.

XIII. Membership Hearing

The Bylaws Committee will need to meet before the June 2019 Board meeting. Trustee Luciano will arrange the meeting.

Council Liaison Ramsey informed the Board that the Quilt had been returned to the Local History Room.

There will be a “Foundations 101” BCCLS workshop on June 11, 2019 at the New Milford Library, 9:30 A.M. to Noon. Any Trustee interested should contact Director McMahon to register.

XIV. Adjournment.

The meeting was adjourned at 7:40 P.M.

Respectfully Submitted,

[Signature]

Louise Riccobene, Secretary