MINUTES

MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
June 17, 2019
(Franklin Lakes Public Library)

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

I. Call to Order

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

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 acknowledged the excellent work being done by the Board committees and thanked all Board members for their efforts. He also acknowledged the attendance by Library employees at the Borough safety picnic and their participation in the activities held that day. In addition, President Leone announced that there will be an employee appreciation luncheon held on Wednesday, June 26, 2109 and invited all Board members to attend.

President Leone gave some background about an advisory group, formed by Mayor Bivona, which has been meeting to give feedback to the local government of Franklin Lakes. He noted that the members of this group have indicated that they want to promote the benefits of having such a wonderful Library to town residents.

President Leone also reiterated that due to agreements made in the past, the Library is one hundred percent responsible for any capital improvements contemplated for the Library building.

V. Public Comments

There were no Public Comments or Public attendees.

VI. Minutes of Previous Meetings

A. A motion was made and passed to approve the minutes for May 20, 2019 (Jennings, Swist).

VII. Treasurer’s Report

A. A motion was made and passed to approve check numbers 1323 through 1356 (J. Strauss, Luciano).
B. Trustee Jennings and Trustee J. Strauss discussed financial variances in the May 2019 Profit & Loss Budget vs. Actual Report. Income was above Budget estimates by .3%. For the months of January through May 2019, Benefit Expenses were approximately .7% below budget and Personnel Expenses were below budget estimates by 5.5%. Material Expenses for the same time period were below budget by 19% and Program expenses were below budget estimates by approximately 8%. Operations Expenses were above budget estimates by 3.5%. Total expenses were below budget by approximately 4%.

C. Trustees J. Strauss and T. Jennings explained that the journal entry for the movement of excess funds to the capital and contingency funds has been completed, and can be observed on the most recent Balance Sheet report distributed.

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 repairs to the roof have now become urgent and necessitate quick action. Two proposals have been received and he requested a vote on the lowest cost provider be taken during the current meeting (see XII. New Business). Vice President Swist also reported that an initial submission to the State has been made for various projects to be considered as part of the Library Construction grant. In addition, he noted that the Siemens proposal would be voted on at the current meeting (see XII. New Business).

B. **Personnel** - Trustee Luciano reported that two new hires have started their jobs in the Children’s Department and there is a potential new hire for the Circulation Department still to come. The committee agreed that the Library Director will hold Department Head meetings on a regular basis.

C. **Policy** - Trustee Riccobene reported that updates to several policies including Internet and Computer usage, Tutoring, and Meeting Room usage will be included in the July packet for review. Voting on the updates will be done at the July Board meeting.

IX. Friends of the Library Report

Trustee Riccobene reported that at the last Friends meeting a review was done of what worked well and not so well in the planning and execution of the Author Luncheon. A few things noted that would make the Luncheon run smoother included more devices for raffle purchasing, an end date for responses, and pre-signing of books if possible. The Friends are very cognizant of the draw of having a celebrity author and will work toward that again in 2020. Also, advertising done by Facebook groups helped spread the word about the Luncheon.

There was discussion among the Board members present about the difference between a Library’s Friends group and a Library Foundation. In most instances, a Library Foundation concentrates on large capital improvements or expansions and a Library’s Friends group provides funding for materials or cultural events, i.e. programming. It was noted that the Franklin Lakes Library’s Friends group conducts fundraising throughout the year via a Fall mailing, the Spring Author Luncheon and the purchasing of Friendship Path bricks.

X. Director’s Report and Correspondence

Director McMahon reports that BCCLS is now fully on their own delivery service which has been operating very well to date. The BCCLS/Jersey Cat component of delivery is still being worked on by BCCLS and Library Link NJ with no firm resolution as of yet. Director McMahon also noted that the delivery statistics will start to change in July 2019 due to fulfilling requests based on what route a member library is on. The BCCLS System council meeting will be on June 27th where the method of distributing the Bergen County Freeholder funds will be introduced and discussed by the membership. Director McMahon requested and received approval to hire the caricaturist, Gina Minichino, for the Town Festival to be held on September 28, 2019 (see XII. New Business). Director McMahon reported that Rich Goldberg will be assisting the Library in conducting an Energy Auction in the near future with the goal of reducing the monthly Orange & Rockland electric bills.
Director McMahon also reported that the town will be paving DeKorte Drive and the Library’s parking lot as part of a large paving project being managed by Boswell Engineering. The project will begin on Monday June 24, 2019 with the milling of DeKorte Drive. It is not known when the Library’s parking lot will be done, but the entire project is slated to run until September 12, 2019.

XI. Old Business

There was no old business to discuss.

XII. New Business

A. A motion was made and passed to approve the Siemens proposal for $16,707.00 (Luciano, Swist) (see VIII. Committee Reports).

B. A motion was made and passed to approve the closing of the Library for the Town Festival on Friday September 27 at 4 PM and on Saturday, September 28 all day – raindate Sunday, September 29 (Riccobene, J. Strauss).

C. A motion was made and passed to approve the hiring of Megan Rothlauf as Children’s Librarian (Luciano, Riccobene).

D. A motion was made and passed to approve the hiring of Jennifer Boschetti as Children’s Library Assistant (Luciano, Jennings)

E. A motion was made and passed to approve Resolution 19-04 Energy Auction for Electrical Services (Jennings, Luciano)

F. A motion was made and passed to approve the Homestead Roofing proposal, based on a positive reference check (Swist, Luciano) (see VIII. Committee Reports).

XIII. Membership Hearing

The By-Laws committee will need to meet before the July Board meeting.

President Leone requested that at a future Board meeting, a presentation on best practices/trends in the area of Children’s Technology and Programming be given by a qualified expert.

President Leone remarked that the proclamation and recognition for former Trustee Twinkie Polizzi would be completed for possible acknowledgement in September.

President Leone requested that all Board committee heads be advised after the Energy Auction takes places.

XIV. Adjournment.

The meeting was adjourned at 7:10 P.M.

Respectfully Submitted,

Louise Riccobene, Secretary