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

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

I. Call to Order

President Leone called the meeting to order at 6:05 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 welcomed Library employees and public attendees Mary McClain and Jennifer Hendricks.

President Leone had some general comments about the new BCCLS Delivery service. He commented that while the system has been running smoother over the past week or so, it is still not perfect. It will take some time for all the kinks in the system to be worked out.

President Leone highlighted the Staff Appreciation luncheon held on June 26, 2019 which also included the announcement of a new Employee Recognition program. He also noted that Board members’ engagement continues to be high and committees continue to be active. In addition, he relayed that the two new full time hires for the Library have been acclimating well to their new positions.

President Leone reviewed the Library’s Mission Statement and Values. These are included in the Library’s Strategic Plan covering the years 2016 to 2021, and serve as a guide for all that the Library offers.

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 June 17, 2019 (Jennings, Riccobene).
VII. Treasurer's Report

A. A motion was made and passed to approve check numbers 1357 through 1401 (J. Strauss, Luciano).

B. Trustee Jennings and Trustee J. Strauss discussed financial variances in the June 2019 Profit & Loss Budget vs. Actual Report. Income was above Budget estimates by .3%. For the months of January through June 2019, Benefit Expenses were approximately 7% below budget and Personnel Expenses were below budget estimates by 5%. Material Expenses for the same time period were below budget by 24% and Program expenses were below budget estimates by approximately 12%. Operations Expenses were below budget estimates by 1.5%. Total expenses were below budget by approximately 6.5%.

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

VIII. Committee Reports:

A. Policy - Trustee Riccobene presented the proposed changes to the Meeting Room Policy. After discussion, all agreed to the proposed changes which were related to fees for rooms and equipment (See XII. New Business). Trustee Riccobene then introduced the Internet Usage Policy to all present. After discussion and agreement on one minor change, all present agreed the Policy should be adopted by the Library (See XII. New Business). Trustee Riccobene then explained the Tech Lab fee reductions that were agreed upon which include:

Classes:
$0.00 for all Seniors, ages 65 and up
$2.00 for Franklin Lakes residents
$5.00 for non Franklin Lakes residents

1 on 1 Private Session (hourly rate):
$4.00 for all Seniors, ages 65 and up
$20.00 for Franklin Lakes residents
$40.00 for non Franklin Lakes residents

B. Bylaws Special Committee - Trustee Luciano reviewed the proposed changes to the Library's Bylaws. It was agreed that these changes will be voted on at the September 2019 Board Meeting. A document with the Bylaws changes was emailed to all Board members.

C. Personnel - Trustee Luciano announced the hiring of a new part-time Circulation employee (See XII. New Business).

IX. Friends of the Library Report

The Friends do not meet over the summer. Trustee Riccobene will submit to Director McMahon the wording for the Friendship Path brick that the Friends will sponsor in recognition of former Library Trustee Twinkie Polizzi.

X. Director's Report and Correspondence

Director McMahon reported that the State of NJ has begun publication and review of the first guidelines for the State’s Library Construction grant. This will continue into the fall. In light of urgent need, the roof repairs will be going forward without consideration of grant funding. An energy auction was held for the Library at the end of July 2019. AmbitEnergy is the new energy company and savings should be seen starting in Aug 2019. During the past few weeks the Library has experienced issues and outages with the elevator, phone line #2 and HVAC system. All of these required multiple calls to and visits by vendors to get resolutions. Verizon issues remain outstanding.
BCCLS Delivery service continues with some glitches. A sixth route has been added due to high volume during July and August. The new trucks have been delayed by Ford and are expected to be in service by the end of August 2019. Most of the warehouse backup has been cleared but sorting help is still needed from 12 noon to 2 PM daily.

Several urgent items were ordered for the Library on Amazon Prime day including one new staff CPU and a new portable projector.

The Library has submitted all paperwork and payment for the 2019 Town Festival which will be held on Saturday, September 7, 2019. A sheet for Trustee sign-ups for timeslots at the Town Festival was circulated to all present.

Director McMahon has been in touch with Boswell Engineering in regard to the paving project for DeKorte Drive and the Library parking lot. The plan is to have only essential employees come in during the two day paving timeframe. It is also planned to have Siemens on site to begin replacement of the Fire Alarm panel during the same time frame. Siemens will stage their equipment ahead of time. Mayor Bivona emphasized the need to be flexible around dates as the paving project involves many parts of town and is a very large effort.

Director McMahon reported that disbursement of the Bergen County Freeholder’s funding for 2019 will be made to the BCCLS member libraries in Bergen County as an even split of funds. We have not yet received word as to how much money has been allocated for the Freeholder Grant in fiscal year 2019-2020.

There was discussion among those present about the elimination of fines by several BCCLS libraries. It was agreed that it would be wise to observe what happens in these libraries before going forward with any potential fine elimination for Franklin Lakes.

Director McMahon reported that Teen participation in programs is improving. There was some discussion on ways to reach out to young families in Franklin Lakes. Some of the ideas generated included attending Back to School nights and Kindergarten orientations. President Leone mentioned the local group that worked with Mayor Bivona recently (now named Franklin Lakes Connect) as another opportunity.

Director McMahon also reported that she has received an initial draft of BCCLS new Strategic Plan.

Director McMahon will reach out to several contacts to see if there is an expert on current Children’s library trends, including technology and furnishings, who might be available to speak at a future Board meeting.

XI. Old Business

There was no old business to discuss.

XII. New Business

A. A motion was made and passed to approve the hiring of Jordan Girard as Circulation Assistant (Luciano, Riccobene).

B. A motion was made and tabled until September 2019 to approve the Bylaws amendments.

C. A motion was made and passed to approve the Policy fee changes (Riccobene, Luciano).

D. A motion was made and passed to approve the Internet Usage Policy (Riccobene, Luciano).

E. A motion was made and passed to approve closing the Library in August 2019 during the paving project only if needed (Luciano, Strauss).

XIII. Membership Hearing

Trustee Swist will be arranging a meeting for the Building, Grounds and Technology committee during the week of July 29, 2019.

The Personnel committee will meet on Wednesday, July 31 at 3:00 PM.
XIV. Adjournment.

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

Respectively Submitted,

[Signature]

Louise Riccobene, Secretary