MINUTES

MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY

September 16, 2019

(Franklin Lakes Public Library)

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

Absent:  G. Strauss

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 welcomed all Board members present back from the summer break. He noted that, over the summer, several Capital projects were completed. These include the new Administrative wing roof and upgrade of the Siemens panel. Deep cleaning of carpets was also completed over the Labor Day weekend. In addition, the Borough paving project on DeKorte Avenue and the Library parking lot is complete. President Leone indicated that the Town Festival was a success with the Library’s booth having been very popular. President Leone stated that the Board committees continue to meet and remain engaged, and all present are looking forward to committee updates that will be given at this meeting.

V. Public Comments

There were no public attendees or comments.

VI. Minutes of Previous Meetings

A. A motion was made and passed to approve the minutes for July 15, 2019 (Jennings, Swist).
VII. Treasurer’s Report

A. A motion was made and passed to approve check numbers 1402 through 1510 (Jennings, Luciano).

B. Trustee Jennings and Trustee J. Strauss discussed financial variances in the August 2019 Profit & Loss Budget vs. Actual Report. Income was above Budget estimates by .5%. For the months of January through August 2019, Benefit Expenses were approximately 7% below budget and Personnel Expenses were below budget estimates by 3%. Material Expenses for the same time period were below budget by 22.5% and Program expenses were below budget estimates by approximately 10%. Operational Expenses were below budget estimates by .2%. Total expenses were below budget by approximately 5%.

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

D. Testing was completed successfully between ADS and Columbia Bank in order to move payroll processing from Capital One to Columbia (see XII. New Business). It is anticipated that Columbia bank will take over payroll processing as of the first pay in October 2019.

E. The most recent Rockland Electric bills seem to be more in line with bills in the comparable past timeframe. The new energy contract with Ambit will take effect as of September 18, 2019.

F. Budget work for calendar year 2020 will begin as soon as the 1/3 of a mil figures from the State are published for 2020. These are expected to be released in early October 2019. Mayor Bivona gave all present some insight into how the final figures are calculated and what the town might expect in 2020.

VIII. Committee Reports:

A. Buildings, Grounds & Technology - Vice President Swist provided further detail on the Capital Projects recently completed. No proposal has been received from Pumping Services, Inc. for the replacement of the two sewer grinders. This project will also include an upgrade to the current electrical system that controls the units. The electrical portion will be proposed by Mike Hickey Electric. Director McMahon will follow up with Pumping Services, Inc. about delivery of the proposal. It was also noted that Zuidema will need to clean out the pit before the new pumps are installed, which will be an additional cost. Vice President Swist will hold a Building, Grounds & Technology meeting before the October 2019 Board meeting. New technology upgrades will be the next area of focus for the committee. A proposal received by the Library from Envisionware was reviewed. This proposal includes an upgrade to the Envisionware system for patron printing as well as wireless capability. An upgraded color printer will be an additional cost (see XII. New Business).
B. **Personnel** - Trustee Luciano reported that the first Library Employee Recognition Award will be given to Teen Library Assistant Kristina Rivero on Tuesday, September 17, 2019. As part of the award, Kristina will receive a gift card and a reserved parking spot. The next award will be announced in November of 2019. Trustee Luciano and Director McMahon passed around the Proclamations honoring former Library Trustee Twinkie Polizzi to be signed by all Board members.

C. **Bylaws** - Trustee Luciano reviewed the Bylaw changes with all present. There was one small change suggested which was accepted by the group (*See XII. New Business*).

**IX. Friends of the Library Report**

Trustee Riccobene reported that the Friends group has not met yet in September 2019. They will be getting ready for the annual fund raiser mailing to be done in October 2019. This mailing will include the option to purchase pavers. The paver ordered by the Friends to honor former Library Trustee Twinkie Polizzi has been installed.

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

Director McMahon reported that all the pavers ordered through the Friends have been installed.

Director McMahon has completed the cleaning RFP for 2020 and it is ready to be sent out to prospective vendors.

There are ongoing issues with A.C. Daughtry and their connection to the newly installed Siemens panel. Even though A.C. Daughtry has been at the Library numerous times to resolve the issue, it still has not been fixed. The next step will be to try to arrange for Siemens and A.C. Daughtry to be onsite at the same time to troubleshoot the issue.

Director McMahon handed out flyers relaying how to sign an online petition against Macmillan publishers and their proposed restriction on eBook purchases by Libraries.

As part of planning for new technology upgrades, a meeting with representatives from Sharp will be arranged so the vendor can present their proposal for IT Services.

A new Adult Trivia program is being offered by the Library.

Director McMahon reviewed the changes proposed by BCCLS for Auto Renewals and unified loans. These changes will be voted on at the BCCLS System Council meeting to be held on Thursday, September 19, 2019. If passed, changes will go into effect as of 2/14/20.

Director McMahon explained the damage done to the Library’s sprinklers and an outside faucet by the Lawn Service vendor hired by the Borough. The Library is seeking reimbursement from the vendor for the needed repairs.

Director McMahon announced the hiring of two new Pages (*see XII. New Business*).

Director McMahon will be working with other members of the Franklin Lake Library Foundation to move their funds from TD Bank to Columbia.
Old Business

There was no old business to discuss.

New Business

A. A motion was made and passed to approve the 2020 Holiday Closings (Luciano, Penna).

B. A motion was made and passed to approve the 2020 Board Meeting dates (Luciano, Penna).

C. A motion was made and passed to approve hiring of Pages Daniella Curtiss and Taline Kelly (Luciano, Riccobene).

D. A motion was made and passed to approve the Envisionware upgrade for $5,100.21 (Luciano, Jennings).

E. A motion was made and passed to approve the Bylaws changes (Luciano, Riccobene).

F. A motion was made and passed to approve the move of Payroll processing to Columbia Bank from Capital One (Jennings, Riccobene).

Membership Hearing

Trustee Riccobene announced that she will not be seeking to be re-appointed to the Library Board once her term expires at the end of 2019. Trustee Riccobene will remain part of the Friends group.

The Buildings, Grounds & Technology Committee will meet on Wednesday, September 25 at 10 AM.

Trustees J. Strauss, Penna and President Leone all relayed recent conversations with various residents of Franklin Lakes where each resident was very complimentary about the Franklin Lakes Library and the Library staff.

Adjournment.

The meeting was adjourned at 7:25 P.M.

Respectfully Submitted,

Louise Riccobene, Secretary