MINUTES
MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
October 21, 2019
(Franklin Lakes Public Library)

Present: Jennings, Leone (via phone), Luciano, McMahon, Penna, Riccobene, J. Strauss, Swist
Absent: Bivona, Ramsey, 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
Director McMahon 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 remarked that it had been a busy month since the last meeting, especially in the Building, Grounds & Technology area. Several items will be up for a vote at this meeting as well as a discussion about Technology upgrades.

President Leone asked Director McMahon to give those in attendance an update on the Macmillan eBook situation. The Macmillan Publishing house recently announced the limitation of buying only one copy of a new eBook per each Consortium such as BCCLS, for a limitation of eight weeks after the book is released. However, any Library that is an Overdrive Advantage member could also purchase one copy. Currently, there are about 30 libraries in BCCLS that are Overdrive Advantage members. In response to this new restriction, the American Library Association has launched a national campaign against any eBook embargo or limitation on purchasing (go to WWW.ALA.ORG for more info). The BCCLS Executive Board has voted to participate in the ALA sponsored embargo, which has also been endorsed by the New Jersey Library Association, with notification to the full BCCLS membership by the eBCCLS Committee in the coming weeks. If passed, this would mean that BCCLS members would not be purchasing any electronic material from Macmillan, including eBooks and electronic audiobooks. The Franklin Lakes Library will be publicizing the ALA’s efforts and our library’s participation in the boycott with bookmarks distributed at the Circulation Desk.
President Leone welcomed Sharp representatives Brian Bohlin and Gregory Kapusta to the meeting. Mr. Bohlin and Mr. Kapusta presented a proposal to the Library Board that covered the following:

- Replacement of approximately 41 computers with updated hardware, software and the Windows 10 Operating system. Installation was also included as well as three touch screens for the Children’s Department.

- Ongoing Service and Maintenance including Cyber security for the staff and public computers and one Fileserver, Help Desk support and routine monitoring of devices.

The Board asked Sharp to send a new proposal for two Digital displays for the Library Lobby and behind the Circulation Desk. There was an active discussion and some question and answer back and forth with the Sharp representatives. The proposals will be voted on at the November 2019 Library Board meeting.

V. Public Comments

Mary McClain and Laura Henderson, Library employees and public attendees, were present at the meeting.

VI. Minutes of Previous Meetings

A. A motion was made and passed to approve the minutes for September 16, 2019 (Penna, J. Strauss).

VII. Treasurer’s Report

A. A motion was made and passed to approve check numbers 1511 through 1560 (J. Strauss, Luciano).

B. Trustee Jennings and Trustee J. Strauss discussed financial variances in the September 2019 Profit & Loss Budget vs. Actual Report. Income was above Budget estimates by .3%. For the months of January through September 2019, Benefit Expenses were approximately 4.7% below budget and Personnel Expenses were below budget estimates by 4%. Material Expenses for the same time period were below budget by 23% and Program expenses were below budget estimates by approximately 13%. Operational Expenses were below budget estimates by .3. Total expenses were below budget by approximately 6%.

C. An overage in the Buildings and Grounds expense line is due to extra cleaning by Jan Pro over the Labor Day weekend. The most recent electric bill is lower due to the contract with Ambit Energy being in effect. Trustee Jennings requested contact information so that he can get in contact with the individual who conducted the energy audit, to better understand the electric bills. There was some discussion regarding the Library’s funding for 2020, which will be approximately $30,000.00 less than 2019. 2020 Budget work will take place in November 2019, once the medical costs for 2020 have been determined.

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

VIII. Committee Reports:
A. **Buildings, Grounds & Technology** - Vice President Swist reviewed the Pumping Services proposal for the replacement of the two sewer grinder pumps. This work can be done up until about mid-November, before the colder weather sets in [see XII. New Business]. Vice President Swist also stated that the cleaning bids for 2020 have been received. Jan Pro is the lowest bidder with no change from the 2019 price [see XII. New Business].

B. **Nominating** - The Nominating committee consists of Trustees Luciano (Chair), Jennings and J. Strauss. Any Trustee interested in an Executive position for 2020 should email Trustee Luciano. The slate of candidates will be presented at the December 2019 Board Meeting and voted on at the January 2020 Reorganization meeting.

IX. **Friends of the Library Report**

Trustee Riccobene reported that the Friends group met in October 2019. The fundraising letter will be going out shortly via a bulk mailing. The Friends have an excellent financial position at the current time. With regard to the Spring Author luncheon, the Friends need to pick a new date in the Spring of 2020 to avoid conflict with other Town groups holding luncheons and events. An author selection has not be firmed up as of yet, but there is a strong possibility of a well know TV personality and author being chosen.

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

The Borough is working with Cablevision to firm up a date for the replacement wiring to be put underground.

A Toys for Tots box has been placed in the Library lobby to collect donations.

The second Employee Recognition award recipient has been selected by the committee and will be announced in mid-November 2019.

BCCLS has hired a new driver for Route Two of the delivery service, due to low performance of the first driver.

With permission from Dr. Strauss, the Library will be distributing the Teen flyers directly to FAMS students in hardcopy in an effort to increase attendance at the Library’s Teen programs.

Director McMahon has purchased viewing glasses for the November 11, 2019 “Mercury in Transit” event during which the planet Mercury will be passing directly in front of the sun.

XI. **Old Business**

There was no old business to discuss.

XII. **New Business**

A. A motion was made and passed to approve the 2020 Cleaning contract with Jan-Pro (Luciano, Penna) [see VIII. Committee Reports].

B. A motion was made and passed to approve the Pumping Services and Mike Hickey Electric proposals for the grinder pump replacements (Luciano, Jennings) [see VIII. Committee Reports].

C. A motion was made and passed to approve hiring of Page Sophia Katsouris (Riccobene, Jennings).
XIII. Membership Hearing

President Leone stated that the Franklin Lakes Library remains in the number two spot for BCCLS lending, behind Paramus. There was discussion about the BCCLS Strategic Plan and input received to create the plan. President Leone requested that all Board members review the plan, which was distributed via email.

Trustee Luciano requested that planning for the Board Holiday dinner begin. Helen Parete will take the lead on this and the dinner will be held on December 16, 2019, after the Board meeting. It was unanimously agreed that Mrs. Twinkie Polizzi will be invited to the dinner as a guest and will be presented with the Trustees’ Resolution. Director McMahon will reach out to Mrs. Polizzi.

Helen Parete will also work on the Staff holiday party with a proposal to be presented at the November 2019 Board meeting.

The following committees need to meet before the November 2019 Board meeting:

- Personnel
- Finance
- Building, Grounds & Technology

XIV. Adjournment.

The meeting was adjourned at 8 P.M.

Respectfully Submitted,

[Signature]

Louise Riccobene, Secretary