MINUTES

MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
November 18, 2019
(Franklin Lakes Public Library)

Present: Bivona, Jennings, Leone, Luciano, McMahon, Penna, Ramsey, Riccobene, G. Strauss, Swist
Absent: J. 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 stated that the 2020 Budget will be worked on during November and December 2019 and will be distributed in hardcopy to all Trustees at the December 2019 Board meeting. The Budget for 2020 will be voted on at the January 2020 regularly scheduled Board meeting. President Leone requested that 2019 Actuals be considered when developing the 2020 Budgets.

All committees need to meet before the December 2019 Board meeting. There have been some challenges in getting dates for all committee members to be present. This includes the Finance, Personnel, and Nominating Committees.

The second Employee Recognition award was presented to Pat Mack for efforts in the area of “Make It Happen”.

President Leone is looking for an update on the electricity bills for the Library. Co-Treasurer Jennings stated that he is having much difficulty getting in touch with the Library’s Energy Consultant. The most recent electric bills have been lower.

V. Public Comments

Public attendee and Library employee Jennifer Hendricks was present at the meeting.

VI. Minutes of Previous Meetings

A. A motion was made and passed to approve the minutes for October 21, 2019 (Riccobene, Penna).

VII. Treasurer’s Report

A. A motion was made and passed to approve check numbers 1561 through 1608 (Jennings, Luciano).

B. Co-Treasurer Jennings discussed financial variances in the October 2019 Profit & Loss Budget vs. Actual Report. Income was in line with Budget estimates. For the months of January through October 2019, Benefit Expenses were approximately 5% below budget and Personnel Expenses were below budget estimates by 4%. Material Expenses for the same time period were below budget by 15% 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 5%.

C. 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 gave a brief overview of the two proposals from Sharp Electronics that were recommended for vote. One is for a PC Refresh project and the other is for ongoing support and maintenance of the computers (see XII. New Business). Mayor Bivona provided some insight as to how the Borough handles computer replacement as an operating expense.

There was some discussion about a third proposal from Sharp Electronics for two flat screens that would be placed within the Library and display upcoming events and other current information for all Library visitors to see (see XII. New Business). Mayor Bivona volunteered to secure a competing bid for the same type of displays for comparison purposes. The procurement of such displays will be added to the agenda for the December 2019 Board meeting.
The electrical work for the replacement sewer pumps has not yet been completed. Director McMahon will follow up with Mike Hickey Electric as this project is weather sensitive.

B. **Nominating** - The slate of Library Board officers for 2020 will be presented at the December 2019 meeting by Trustee Luciano. The slate will be voted on at the January 2020 Reorganization meeting.

IX. **Friends of the Library Report**

Trustee Riccobene reported that the 2019 Friends mailing has gone out. The Friends will not meet again until January 2020. There is a potential author for the Spring Author luncheon. The luncheon may be moved to late April 2020 due to conflicts with other organization events. While Trustee Riccobene will not be on the Library Board for 2020, she will remain as an active Friends member.

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

Director McMahon read a letter from Pat Mack, addressed to the Board, in which she expressed appreciation for her Employee Recognition award (see IV. President’s Announcements). One employee will rotate off the selection committee with Director McMahon and Mary McClain remaining.

There will be a Library Trustee education event held on December 5, 2019 at the Mahwah Library. Co-Treasurers Jennings, J. Strauss and Vice President Swist are registered to attend.

Director McMahon expressed the position that the BCCLS bill for 2020 be paid in 2019 due to the reduction of municipal funding in 2020. There will be enough excess funds available in 2019 for the payment.

The Tree lighting will be held on December 3, 2019. All Trustees are invited to attend.

There was some discussion regarding the Page staff, their future hourly wages, and supervision. The Personnel Committee was asked to take up all issues discussed regarding the Page staff.

Another discussion topic was the elimination of fines in the future. Director McMahon stated that the Ramsey Library will be going fine free sometime in 2020. This may have an effect on Franklin Lakes given the proximity of the Ramsey Library. Director McMahon will keep abreast of any new developments in going fine free that pertain to the FLOW libraries (Franklin Lakes, Oakland and Wyckoff).

XI. **Old Business**

There was no old business to discuss.

XII. **New Business**

A. A motion was made and passed to approve the Sharp Proposal for PC Refresh (Luciano, Penna).
B. A motion was made and passed to approve the Sharp Proposal for ongoing maintenance and support (Luciano, Riccobene).

C. A motion was to approve the Sharp Proposal for two display screens was tabled.

D. A motion was made and passed to approve an early closing on Friday December 13, 2019 at 4 PM for the Staff Holiday dinner (Penna, Swist).

XIII. Membership Hearing

President Leone initiated discussion about the BCCLS Strategic Plan. He requested that all Trustees review the Plan. President Leone will follow up as needed with BCCLS Leadership. A key concern is lack of input from Franklin Lakes.

President Leone noted that all Circulation numbers are trending downwards.

Franklin Lakes remains the number two net plus lending in BCCLS.

The Finance committee will try to meeting the week of November 25, 2019.

The Personnel committee will meet on November 19, 2019.

The Nominating committee will meet before the December 2019 Board meeting.

XIV. Adjournment.

The meeting was adjourned at 7:30 P.M.

Respectively Submitted,

[Signature]

Louise Riccobene, Secretary