MINUTES
MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
December 16, 2019
(Franklin Lakes Public Library)

Present: Bivona, Jennings, Leone, Luciano, McMahon, Penna, Ramsey, Riccobene, J. Strauss, Swist

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 announced that the agenda for the meeting would change slightly with the Personnel Committee reporting first, followed by the Finance Committee. Discussion regarding the potential purchase of Display Panels will be tabled until a later date.

V. Public Comments
There were no Public attendees.

VI. Minutes of Previous Meetings
A. A motion was made and passed to approve the minutes for November 18, 2019 (Penna, Jennings).

VII. Treasurer’s Report
A. A motion was made and passed to approve check numbers 1609 through 1662 (Jennings, Luciano).

B. Co-Treasurer Jennings discussed financial variances in the November 2019 Profit & Loss Budget vs. Actual Report. Income was in line with Budget estimates. For the months of January through November 2019, Benefit Expenses were approximately 4.5% below budget and Personnel Expenses were below budget estimates by 4%. Material Expenses for the same time period were below budget by 13% and Program expenses were below budget estimates by approximately 9%. Operational Expenses were below budget estimates by 5%. 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. Co-Treasurer Jennings reported that a surplus in 2019 is expected and should be in line with those of previous years or higher.

VIII. Committee Reports:

A. Personnel - Committee Chair Trustee Luciano reported that the committee is recommending a new position be created and filled in 2020. In early 2020, the committee will be working on updating a job description for such a position. Trustee Luciano emphasized the fact that the new position is needed to aid in succession planning and to fill a gap left by a recent retirement. The committee recognized that funding such a position in 2020 will be challenging.

B. Nominating - Committee Chair Trustee Jennings presented the 2020 slate of candidates that will be voted on at the January 6, 2020 Reorganization meeting. They are as follows:

- President - Trustee Leone
- Vice-President - Trustee Swist
- Treasurer - Trustee Jennings
- Secretary - Trustee J. Strauss

C. Finance - Co-Treasurer Jennings presented and handed out copies of the proposed 2020 Budget and pointed out select items. Any comments or questions regarding the proposed budget should be emailed to Trustee Jennings. The 2020 Budget will be voted on at the January 27, 2020 Board meeting.

D. Building, Grounds & Technology - Vice-President Swist initiated a discussion regarding the purchasing of new computers and computer maintenance services for the Library. There was much discussion on this topic with the conclusion that more follow-up is needed with
the vendors. Director McMahon will conduct the needed follow-up discussions, and keep President Leone informed as to the progress of such discussions.

IX. Friends of the Library Report

Trustee Riccobene reported that the Friends group will meet again on January 23, 2020. After that, the Friends will begin earnestly planning the Spring 2020 Author Luncheon.

X. Director's Report and Correspondence

Due to time constraints this agenda item was only briefly covered. An update to libraries announcing that they will be fine-free in 2020 has been posted. Ramsey will still collect fines for overdue items returned from other libraries and will urge borrowers to pay online so that funds are returned to the owning facility. The BCCLS Trustee Ed Committee is planning a potential “Going Fine Free Workshop” to be conducted on March 26, 2020. Director McMahon has volunteered our facility to host this evening program.

XI. Old Business

No Old Business was discussed.

XII. New Business

A. A motion was made and passed to approve closing early on Sunday, December 22, 2019 at 4:30 PM for the Menorah parade (Bivona, Luciano).

XIII. Membership Hearing

President Leone and the Board members thanked Trustee Riccobene for her dedicated service on the Board for the past fifteen years. Trustee Riccobene served as a Board member and Officer during this time period, and she will be greatly missed.

XIV. Adjournment.

The meeting was adjourned at 7:05 P.M.

Respectfully Submitted,

Louise Riccobene, Secretary