MINUTES
MEETING OF THE BOARD OF TRUSTEES
OF THE FRANKLIN LAKES PUBLIC LIBRARY
January 27, 2020
(Franklin Lakes Public Library)

Present: Bivona (early departure), Cadicina, Jennings, Leone, Luciano, McMahon, Penna, Swist

Absent: G. Strauss, 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 welcomed new Library Board Council Liaison Mr. Joe Cadicina.

President Leone acknowledged that the oath of office had been administered to Trustee Luciano who will serve an additional five year term on the Library Board.

President Leone discussed some of the 2019 accomplishments of the Library staff and Library Board members including:

- Improved financial management with the move to Columbia Bank and a 2019 surplus
- Roof replacement on the Administrative wing
- Excellent hiring decisions for new staff members
- The Employee Recognition program implementation
• A downward trend of the Library’s electric bills
• Purchase of new replacement computers throughout the Library

President Leone then briefly outlined his goal and priorities for calendar year 2020 including:

• Continuation of the Employee Recognition program
• Refining the organizational structure of the Library and improving the retention of Library staff
• Reviewing security issues and implementing controls as needed
• Succinct planning for the 2020 utilization of Capital funds in reserve
• Staying abreast of developments in the BCCLS organization and reaching out to BCCLS Executive Director Dave Hanson as necessary
• Understanding the potential impact of the elimination of library fines

V. Public Comments

Public attendees and Library employees Laura Henderson and Barbara Lembo were welcomed to the meeting. Council President Paulette Ramsey was also in attendance.

VI. Minutes of Previous Meetings

A. A motion was made and passed to approve the minutes for December 16, 2019 with one correction (Penna, Luciano).
B. A motion was made and passed to approve the minutes for January 8, 2020 (Penna, Luciano).

VII. Treasurer’s Report

A. A motion was made and passed to approve check numbers 1664 through 1733 (Jennings, Swist).

B. Treasurer Jennings discussed financial variances in the December 2019 Profit & Loss Budget vs. Actual Report. Income was above budget estimates by .1%. For the months of January through December 2019, Benefit Expenses were approximately 11% 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 16%. Operational Expenses were above budget estimates by 6.5%. Total expenses were below budget by approximately 3.5%.

C. All bank accounts for the Library have been reconciled up to the most current bank statements.
D. The voided checks for 2019 were read into the record by Treasurer Jennings.

**Voided checks in year ending Dec. 31, 2019**

**Columbia Bank**

<table>
<thead>
<tr>
<th>Check #</th>
<th>Dated</th>
<th>Payee</th>
<th>Amount</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1115</td>
<td>1/2/19</td>
<td>Explore Science</td>
<td>$260.00</td>
<td>Vendor lost check</td>
</tr>
<tr>
<td>1200</td>
<td>2/25/19</td>
<td>Explore Science</td>
<td>$260.00</td>
<td>Vendor lost check</td>
</tr>
<tr>
<td>1425</td>
<td>7/24/19</td>
<td>G. McMahon</td>
<td>$423.48</td>
<td>Incorrect payee, should have been to petty cash, redid check</td>
</tr>
<tr>
<td>1445</td>
<td>7/31/19</td>
<td>Sharon Gross</td>
<td>$310.00</td>
<td>Performance cancelled</td>
</tr>
<tr>
<td>1608</td>
<td>11/18/19</td>
<td>Waldwick Library</td>
<td>$10.00</td>
<td>Patron came in with check to pay Waldwick after this check</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>printed</td>
</tr>
<tr>
<td>1677</td>
<td>12/17/19</td>
<td>Savini</td>
<td>$561.60</td>
<td>Incorrect Amount</td>
</tr>
</tbody>
</table>

Treasurer Jennings discussed the closing of the Columbia Bank CD and the movement of the balance of funds to the Columbia checking account. This had been approved previously by the Finance Committee and all present agreed. A letter to the bank stating such was signed by Treasurer Jennings and President Leone.

Director McMahon discussed the 2019 Audit which took place on Saturday January 25, 2020. No immediate issues were apparent and the draft report is expected shortly.

Treasurer Jennings had not received any feedback regarding the proposed 2020 budget. The document will stand as proposed with a budgeted Net Income (*see XII. New Business*).

Treasurer Jennings relayed that the Library has a new Columbia Bank Branch Manager, Ana Vaz.

**VIII. Committee Assignments/Reports:**
President Leone announced the 2020 Committee assignments as follows:

A. **Finance** - Treasurer Jennings (Chair), Mayor Bivona, Secretary J. Strauss, President Leone
B. **Personnel** - Trustee Luciano (Chair), Trustee Penna, President Leone, Vice-President Swist
C. **Building, Grounds & Technology** - Vice-President Swist (Chair), Trustee Luciano, Mayor Bivona, President Leone/TBD
D. **Policy** - Secretary J. Strauss (Chair), Trustee Penna, Vice-President Swist, TBD
E. **Nominating** - Trustee Penna (Chair), Secretary J. Strauss, Treasurer Jennings

**Committee Reports:**

**Personnel** - Trustee Luciano announced that the next selection for the Employee Recognition program has been made and will be presented the week of January 27, 2020. The Job Description for an Assistant Director has been completed and an ad will be posted in the April /May 2020 timeframe.

**Building, Grounds & Technology** - Director McMahon distributed hardcopies of the Energy Audit completed by Donnelly Energy. The Board requested that a meeting be set up with the Donnelly representative so that any questions or concerns can be addressed. Helen Parete will reach out to Donnelly Energy.

**IX. Friends of the Library Report**

Ms. Louise Riccobene will continue to keep the Library Board apprised of the Friends’ activities in 2020. President Leone will receive an email report on an ongoing basis from Ms. Riccobene. The latest information is that the Author Luncheon date will be in the latter part of May 2020 or early June 2020. The Friends group is still working on securing a commitment from the preferred author. The Friends group has committed to generously allotting $26,000.00 to the Library in 2020. Director McMahon passed around hardcopy statements of the Friends Wish List for 2020.

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

Director McMahon stated that BCCLS has a new President, Ms. Stephanie Bellucci from Cliffside Park.

Director McMahon relayed to those present that there have been recent issues with BCCLS statistics, due to the sudden closing of their Long Island data center. In addition, the rollout of MyBCCLS has been very problematic with a lack of training and sufficient documentation. Director McMahon will be speaking about these issues at the next BCCLS Executive Board session.

Director McMahon issued a thank you to Ms. Paulette Ramsey for her help in getting the Local History Room and specific artifacts organized.

The Sharp team has been in the Library working diligently on setting up new staff computers and will be installing Envisionware updates and Deep Freeze on the public computers. The Library is awaiting delivery of a Windows 10 laptop to be used as the Envisionware mother board. Once Envisionware is installed, the new printer will allow patrons access to wireless, color and black and white printing. Color copies will be $.25 per page and black and white copies will remain as $.10 per page.
The BCCLS team successfully completed the Library’s switch over to Verizon Fios. Windows 10 computers are scheduled for installation in June 2020.

Director McMahon relayed that Teen attendance at programs has been increasing steadily. Kristina Rivero has been able to reach out to students at the Middle School regularly to promote the Library’s Teen programs.

XI. Old Business

No Old Business was discussed.

XII. New Business

A. A motion was made and passed to approve the 2020 proposed budget (Luciano, Penna) (see VII. Treasurer’s report). .

B. A motion was made and passed to approve the Sharp monthly maintenance contract at $874.00 per month (Penna, Jennings).

Director McMahon explained that there have been so many light outages in the Municipal parking lot that staff members are now parking in the lot closest to the Library for safety purposes until issues are resolved. The Borough Administrator and DPW Administrator have been notified about the ongoing issues.

Director McMahon and two staff members recently attended a Webinar on “Libraries and Homelessness”. The information imparted was extremely useful and Director McMahon will be ordering some written materials on the topic. The Library’s policies will also be reviewed, specifically those that relate to Patron Behavior. It was agreed by all present that updated safety training for Library staff should be considered.

XIII. Membership Hearing

Ms. Twinkie Polizzi stopped by the meeting to thank the Board for their recent Proclamation honoring her for her many years as a Library Board member.

President Leone briefly explained how Library Board votes are executed for the benefit of Councilman Cadicina.

Regarding the Sharp monthly contract, Vice-President Swist suggested that the Library receive monthly incident reports from Sharp. Director McMahon will request these from Sharp.

XIV. Adjournment.

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

Respectfully Submitted,

[Signature]

Peter Swist (Secretary, Pro Temp)