

Ho-Ho-Kus Library  
Board of Trustee Minutes  
January 23, 2017

1. Call to Order: John Mongelli called the meeting to order at 7:36pm.
2. Open Public Meeting/Public Comments. This meeting was properly noticed according to the Open Public Meeting Act and announced by Mr. Mongelli as open to the public at 7:34pm. One member of the public was present.
3. Herman Crowley, Hugh Turk, Jeff Clutterbuck, Leann Surz, John Mongelli, Caroline Richards and Library Director Gretchen Kaiser are in attendance.
4. 2017 Reorganization
  - a. Motion to approve the following slate: John Mongelli be elected to President, Hugh Turk to the office of Vice President, Herman Crowley elected to the office of Treasurer and Caroline Richards appointed to the office of Recording Secretary. Motion passes unanimously.
  - b. Motion made to have Herman Crowley, John Mongelli and Gretchen Kaiser to be the check signatories. Motion passes unanimously.
  - c. Motion made to have bank appointments will remain the same. Passes unanimously
  - d. Petty Cash account discussed and will remain the same: 115\$/month
  - e. Motion made to authorize president and director to be able to sign the Certification of agreement with BCCLS. Motion passes unanimously.
5. Motion to approve minutes of November 21, 2016 regular meeting. Passes unanimously.
6. Motion to approve minutes of December 19<sup>th</sup>, 2016 regular meeting. Passes unanimously.
7. PUBLIC SESSION: One member in attendance, Kevin Pianfetti
  - a. General compliments regarding the new atmosphere in the library
  - b. Broaches idea of a "safety net" for programming that costs money for those who can't afford fees. Mr. Pianfetti has discussed this with other members of town leadership including the Town Council and Dr. Mardy. Board responded that efforts were made to subsidize.
  - c. Computers: no child's computer – Gretchen clarified – Awe Early Literacy Station. It comes pre-loaded with educational programs and has no internet access; geared for ages 6 and under. Keyboards are bigger. It costs roughly 3k and there is not room in the children's area to house it. GK indicated that this is one of her long range wish list

items. Board agrees to look into it when space, infrastructure and budgetary confines permit.

- d. Requests another adult computer. GK indicated this is on her long range wish list, but that this involves additional electrical work and space.
  - e. The water – Mr. Pianfetti would like clarification as to who has tested the water, and who will have possession of the report. Mr. Pianfetti asked specifically if there was no lead in the water.
  - f. Mr. Pianfetti suggests we need to decide which way we want to go with growth of the library. JM points him to the plan posted on the website.
  - g. The budget. Mr. Pianfetti passed out a prepared document. Mr. Pianfetti is concerned about how money is passed between the town and the library. JM attempted to summarize the charge back situation. Mr. Pianfetti also has questions about the surplus budget and if the money is returned to the town. The board clarified that the money is transferred to our savings account. JM clarified that the only money that goes out is the 90K, the rest is either spent by us or saved by us. Mr. Pianfetti wants to ensure that any money that hasn't been justified by the town is returned to the library for capital improvements.
8. At 8:04 the public session was closed.
9. President had no report
10. VP had no report
11. Treasurer's report by Herman Crowley indicated the end of year balances:
- a. Capital Account as of 12/1/2016 was \$65,760.31
  - b. Operating Account as of 12/1/2016 was 66,242.17
  - c. The total bank accounts are: 123,023.74
  - d. Question raised if we can transfer funds from Operating to Capital. Board discussed moving ½ of it now as we are expecting another 30K in January.
  - e. Town returned 17,135.35 for unused salaries. We over budgeted
  - f. January check list – up for approval: total is 16,675.39 – up slightly because of ½ of Annual Database for BCCLS Computer Consortium, Inc. Motion made for Treasurer to pay the January bill list as described on his page 3 of 15. Passes unanimously.
  - g. Discussed the Reciprocal Borrowing fee that will appear on the February bills list.
  - h. Reviewed the Deposits List – a total of \$126,073 (including the 120k from the borough) for the year
  - i. Reviewed the 2016 utilities breakout by month and utility (gas, electric PSE&G, electric PSE&G, Direct Energy, water, Optimum and Verizon)
  - j. Reviewed comparison of earnings and income on Treasurer page 9 of 15
  - k. Reviewed profit and loss for December and for the whole year. There was a net income of 23,107.46 for the year (surplus for 2016). This will be transferred to Capital (half of the 57,428.17 we plan to move).
  - l. Reviewed the reconciliation summary with an ending balance of \$65,777.02

## 12. Budget Discussion

- a. Due to a 2k increase from BCCLS, we plan to move 2K from adult books into the BCCLS line item. That would change adult books from 20K to 18K
- b. We are not anticipating anything back from the town on salaries.
- c. We are budgeting for all of the salary increases that went to effect in January and again in March.
- d. We need to keep an eye out for major heat repairs and also possibly the roof. These repairs would have to come out of Capitol. There was recently a roof leak that was repaired by the town. Town feels this could have been due to water coming in through the HVAC system, rather than a roof problem, but did indicate that the roof was getting to the point of repair. The town is sending someone from the outside to evaluate the heating problem.
- e. Discussed the overall dissatisfaction with the cleaning service and how we will handle adding a separate line item to our budget if we have to hire out independently.
- f. Motion made to approve the Draft 2017 Operating Budget per the one change noted regarding switching 2k from the adult books to BCCLS line items.

## 13. Director's Report:

- a. Annual traffic, 30,332. but actual number is higher as people counter was installed mid-January. Total annual circulation is a 24% increase over 2015. The vast majority of libraries in BCCLS was down.
- b. Monthly (December) traffic: 3,172, a 14.5% increase over last November
- c. Normally we see a dramatic decline after summer reading, but this year the decline was considerably less sharp, suggesting we are retaining customers. Traditionally Nov-March is our slow time, but still doing well.
- d. Roughly 3,000 people attend our programs this year. Attributed to Erin and regular children's programs, as well as publicity
- e. Pension: we are now enrolled in DCRP. It was effective January 1, 2017, and there is no retro. We contribute 3%. This impacts us for 5 part-time employees. Gretchen will look into how much this equates to in dollars. Town is using money from this year's charge back for it. PERS is also allocated to the charge back. The only thing that comes out of salaries here is social security. Gretchen is going to research dollar amounts, but we don't owe any more to the borough. The employee contribution is 5.5% and they must contribute per state law.
- f. Technology plan ended in 2016 and we will discuss in New Business
- g. Envisionware is working well and was well received.
- h. Gretchen reviewed how Polaris works as a selling point/marketing tool designed to show customers how much money they've saved by using the library.
- i. Professional Development is in the works. Gretchen is chairing a BCCLS committee this year, was elected Member at Large of NJLA's Small Libraries section and will present at the NJLA Conference in April.
- j. 2017 Goals were discussed

14. Council Liaison Report (no liaison present)

15. Committee Reports (no reports)

16. Old Business

- a. Little Free Library – regardless of which box we choose, we may need to buy a box. We will investigate possible locations in the event we can mount the box on the side of the building. We got approval for the train station, but installation may have to wait until the spring. Bill Jones stated that the town will install for us. We will ask company to do a custom Option 4 Acadia with two shelves. If that isn't possible, we will choose option 5: Maple Leaf. Discussed painting one side with chalkboard paint so we can write updates on it. Discussed changing the plaque on the front. PR push suggested. Discussion of next box as possible Eagle Scout or Gold Award project.
- b. Friends of library – Caroline will email notes to group

17. New Business:

- a. Updates since last plan
- b. We met all of our goals, but the only thing that was different was group classes. Most people seem to prefer 1:1 which is what the library has been offering
- c. Question raised as to how the last Tech plan was created. Phyllis created the last one. Gretchen will spearhead new plan and involve the Board as necessary.
- d. Conceptualizing how things will change when we move within time frame of the plan.
- e. Discussed needing to form a committee to find a new property for the Library.
- f. LS volunteered to mention to the Fire Dept Ladies Auxiliary the children's computer as they make money from the Beef Stake. Next FDLA meeting is in February. Gretchen will discuss how children use technology with Erin to see if we are ready to move forward.
- g. Suggestion to put a Mac desktop in the YA room was raised and Board discussed preliminary pros and cons.

18. Public Meeting adjourned at 9:20 to move to closed session.