

HO-HO-KUS LIBRARY
BOARD of TRUSTEES

BOARD MINUTES
NOVEMBER 19, 2014

Meeting began at 7:40pm. Members in attendance were: John Mongelli, Leann Surz, Hugh Turk, Herman Crowley, Jeff Clutterbuck, Patricia Crossley, Phyllis Palley.

1. Call to Order and Attendance in Accordance With the Open Meeting Act.
2. Public Comment
No public in attendance
3. Minutes of the Previous Meeting
The minutes of the October meeting were approved, with corrections.
4. President's Report
John received a letter of thanks from Laurie, which was read to the Board. The State Aid check of \$1702 was deposited to the Boro's account - will be returned to the Library. There was discussion about establishing a Capital Reserve Fund account, which would be a line item on the Budget; using an auditor familiar with libraries for our next audit; and possibly adding a part-time bookkeeper, with knowledge of QuickBooks. The rugs in the library have been cleaned, and overall housekeeping is improved.
5. Vice President's Report
No report this month.
6. Treasurer's Report
The balances as of October 31, 2014 are: Capital Account - \$31,735.04; Trustee Account - \$23,867.63, includes \$564 deposit for fines, copy machine and misc. TechSoup was paid \$218 for software installation.
7. Secretary's Report
No report this month.
8. Interim Director's Report
Phyllis detailed meetings attended by the staff: Ginny attended the Zino meeting, a periodical data base; Lisa attended a meeting in Mahwah on library law. Phyllis & Laurie met for breakfast and introductory meeting. Laurie will begin Monday, December 8. 4 proposals have been received for the new phone system. Entel will install 4 desk phones, one portable battery pack included. West Orange has requested membership to BCCLS, all board members approved.
9. Council Liaison
n/a

10. School Liaison
n/a
11. Committee Reports
 - A. Personnel Committee - no report this month.
 - B. Finance Committee - no report this month.
 - C. Strategic / Title Committee - getting started.
 - D. Building & Grounds - The railing was sanded and painted. The porch may possibly be powerwashed.
 - E. Policies & Procedures - Discussion centered on existing policies in use at other libraries that may be used as a template.
12. Old Business
n/a
13. New Business
Closed Session
14. Date of Next Meeting: December 15, 2014.
15. Adjournment