

Board of Trustees Meeting February 22, 2016

Meeting called to order at 7:38pm

Members in attendance: Herman Crowley, Diane Mardy, Hugh Turk, Leann Surz, Gretchen Kaser and Caroline Richards

1. Call to order and attendance with the Open Meeting Act
2. Public Comments:
No public in attendance
3. January minutes approved
4. President's Report:
Nothing to report in John's absence
5. VP's Report:
Nothing to report
6. Treasurer's report:
February's bills list approved. The account balances (current as of 1/31) for this month are:

35,309.00 – checking
52,940.57 – cash management account
88,149.57 – total checking and account management
 - A payment from the town of roughly 17K was deposited in early Feb and will be reflected on next month's finance sheets.
 - We are expecting payment for 2016's first quarter next week.
7. Secretary's Report:
Nothing to report
8. Director's Report:
 - February's circulation was 2,619 which is a 14% increase over January 2015. This was slightly lower than December 2015's circulation number.
 - Finance met with Bill Jones to review chargeback, but needs to meet again next month. DPW charges seem workable, but they still need to be refined. There appears to be a double charge for Jose (both hourly and salary – this is included in Jeff Pattman's \$400 hour number). Most seems snow related. Still questioning the equipment charges.
 - Cheryl and Gretchen met with the auditor. We need to vote to take on the firm, Ferraioli, Wielkotz, Cerullo & Cuva. The other firm under consideration is too busy for new clients. The former has estimated a fee of roughly 3K the first year. This is a discounted rate from 5K. Looking at late March/early April. Anticipating 1 day.

- Cheryl and Gretchen are working on a new system for cash intake. \$20 went missing a few weeks ago. Hard for staffers to remember to write down cash intake. Looking at other systems/procedures. Gretchen has acquired a locked cash box for all cash intake going forward. This has been an ongoing issue – usually we are over rather than under; this is the only time cash box has been short since Gretchen started.
- All set with mural from the school. Students will propose sketches in the spring. The painting (on canvas at the school) will happen in September. A book theme will be the focus.
- The Planning board has given the library an 18x22 photo of Sylvan Lake and accompanying storyboards. This is displayed near the historic atlas found in the basement, providing a local history display.
- Two Girl Scouts have committed to the relabeling project. They must do this before the end of the school year. Exact start date TBD.
- Programming going well. Intro to genealogy class and life story, intro to knitting and book club. Looking into a second class for knitting. People love it and there are 7 on the waiting list. Looking at getting an Ancestry.com program for HHK Library (BCCLS eligibility). The concern is how much it will be used here at the library. Currently working on planning a NJ Maker Day for next month. Looking at an early morning session for little kids and a second, later am session for grade and middle school kids.
- USR resident complained about problematic signage. Solutions brainstormed.
- The flag outside was destroyed over the weekend. It appears to be vandalism, rather than a weather related incident. Flag has been taken to Borough Hall for disposal and a new one has been ordered; it is expected this Friday.
- There has been an incident of vandalism where a portion of the library near the crawl space was pulled away and beer cans were found. Basement door is now locked at night. Police were involved.
- YA room is complete. Getting positive feedback.
- PSEG grant bounced back. PSEG wants some changes made; original grant called for a mix of LED and T8 lights. The new proposal is for all LED. There is a difference of \$888. If we were to do a monthly payment, this is roughly a \$24 increase.
 - Motion made to accept the amended PSEG lighting plan. Motion approved unanimously.
 - Still hoping to get this done by the end of the month
- Erin Douglass (youth librarian) has had an auspicious start.
- NJLA annual conference is in May. Gretchen has been invited to present on management in small libraries. The conference will be in Atlantic City. Offerings look applicable to public libraries.
 - Motion to approve expenditures for Gretchen to attend NJLA annual conference. Motion approved unanimously.

9. Counsel Liaison:
No report

10. School Liaison:

- Will get Ellis Island presentation into this week's Wednesday Notes
- Gretchen will write up blurb to welcome Erin Douglass in this week's Wednesday Notes.

11. Committee Reports:

- Title Search Committee – proposed letter printed and given to mayor for signature.
- Buildings and grounds – Leann will look into getting a sign to address the complaint mentioned in Director’s report. A street library sign seems to be the option.

12. Old Business:

Motion to approve the retention of Ferraioli, Wielkotz, Cerullo & Cuva as Library auditors for 2016 year to audit the 2015 books. Motion approved unanimously.

13. New Business:

None to report

14. Closed Session:

Not applicable

15. Meeting adjourned at 8:30pm

Next Meeting, Monday, March 21, 2016