

Worth-Pinkham Memorial Library
BOARD OF TRUSTEES MEETING MINUTES
February 27, 2017 7:30pm

1. Call to order and attendance with the Open Public Meeting Act: John Mongelli, Gretchen Kaser, Herman Crowley, Jeff Clutterbuck, Hugh Turk, Tom Fiato, Leann Surz, Diane Mardy and Caroline Richards were in attendance.
2. Minutes of 1/23/17 Regular meeting – motion made and approved
3. Motion to close public session – all approved
4. No correspondence
5. President’s Report: John Mongelli
 - a. Grateful for Gretchen
6. Vice President’s Report: Hugh Turk – no report
7. Treasurer’s Report: Herman Crowley
 - a. Capital Account as of 1/31/17 - \$65,793.78
 - b. Operating Account as of 1/1/17 - \$41,319.54
 - c. Review of the bills list
 - i. questions about electric bill breakout and Mango Languages
 - ii. motion made to approve list by HC. LS seconded it. All approved.
 - d. Reconciliation summary as of 1/31/17: \$65,777.02. This included \$16.76 in interest. Question raised about if we should transfer some money to a product with higher yield.
 - e. Deposit list for January
Anticipating \$30,000.00 (quarterly payment) later this week
 - f. Utilities Comparison by Month and Utility Expense Trends
The gas expense trend is going up for 2017. Electric is going down – attributed to new energy efficient light fixtures
 - g. Trial Balance – we are balanced for the month of January
 - h. Profit and Loss Budget v. Actual – on target for the year. Expenses in line with projected budget.
 - i. HC and GK broach idea of designating funds to transfer. We are able to move surplus funds from Operating to Capital at any time. We do not need to wait for auditor to come later in the spring. Last month we had discussed moving roughly 20-25K. Question raised about if we can move it back to Operating. JC moves to transfer \$22,000.00 from the Operating to the Capitol Account. HC seconded it. All in favor.

LS raises question about why not putting some of that surplus into a different product that will have higher yields if we don’t, at the moment, have immediate plans for that money – like a CD. GK will look at state law and see what we can or can’t do with that money and ensure we are in compliance. HC will find out what returns are at Oratani.
8. Secretary’s Report: Caroline Richards – No report
9. Director’s Report: Gretchen Kaser

a. **Circulation:**

January's total circulation was 3,534 roughly a 35% increase of January 2016 and an 11.5% increase over December 2016's numbers

b. **Finance:**

All personnel performance evaluation reports are done. Raises go into effect this Wed 3/1 except for newest employee – that will be in the summer

c. **Community Outreach:**

The painting of the mural for the YA room – is complete. We will install and unveil this next week. GK looking to hold ceremony to honor participants. Considering an after school time slot. Publicity planned.

Once again partnering with the HHK School for library's summer reading programming. The school is not charging the library for the space.

Little Free Library has been purchased. We got our second choice and it should be delivered within the next month. It is to be installed at the train station. DPW will install and work with us to determine best location once we have item in hand. The Little Free Library is waterproof. If this goes well, we are looking to install two more throughout the town.

d. **Programming:**

Erin has had great events – including high school boys running a programming course.

Overall, all programs are well attendance – in particular, Erin's story hours are popular. Knitting is in high demand

GK has sent out a survey to better understand what types of programs the community would like to see.

e. **Facilities:**

HVAC company came. They fixed the radiator, but there is still no heat in director's office.

The DPW felt that the water that was getting in was a result of the HVAC problem. They found that the gutters were not a contributing factor to roof leaks.

f. **Personnel:**

GK has prepared a color-coded organizational chart attached to her report. This is helpful in anticipating what we may need to change. The majority of the staff works in circulation, there is one tech services person. We may look to see if the circulation employees can also help with technology/computers.

One employee, Tom Hoesly has started library school. Erin is in grad school for library science

10. Council Liaison: Tom Fiato – No Report

11. School Liaison: Diane Mardy

Where in the World is Dr. Mardy event was unattended. Lack of attendance attributed to weather. It has been rescheduled to March 10th.

This is Read Across America week (marking Dr. Seuss's birthday). Gretchen will be one of the readers. The event is scheduled for 3/2

12. Committee Reports:

- a) Personnel committee – to be discussed in closed session
- b) Finance – no report
HC has requested copies of the budget
- c) Strategic Plan – no report
- d) Sub-Committee
 - a. Title Search – no report, although we filled T.Fiato in on our thoughts about moving things along with the Van Buiten family.
- e) Policies and Procedures – no report
- f) Buildings and Grounds – no report

13. Old Business:

- a) John Mongelli recommends that we get a Friends committee together so we can articulate what we would like so we can begin soliciting help... We are at the point where we want to consider other properties that tie in with the community and are accessible.

Board members will consider joining subcommittee for Friends.

- b) HT raised issue of the lot(s) to the right of the Library on Franklin Turnpike. These lots are part of this building's agreement. Question raised if they can be separated from this building's deed and sold for profit so that we can use money for new building. JC does not think this is possible based on wording. JM wishes to review.

Question raised as to whether there is a survey of this property. The borough will have it on the tax map. Marie Marolo will know if we can build on any of those properties. Can one be used to give back to Van Buiten's in exchange for title of this building?

JC and HT will investigate.

- c) Lean reported that the Ladies Aux (FD) is unable to help with Library needs this year as they are donating to Christine Danza.

14. New Business:

- a) HT asked question about Rochelle Park's library in the news and exiting BCCLS

Motion by HT to close this session. JC seconded it. Time: 8:37

