

Worth-Pinkham Memorial Library

BOARD OF TRUSTEES MEETING

March 20, 2017

7:30pm

AGENDA

Call to Order & Attendance in Accordance with the Open Public Meeting Act; the meeting was called to order by John Mongelli at, 7:35. Jeff Clutterbuck, Leann Surz, Patricia Crossley, John Mongelli, Caroline Richards, Tom Fiato, Gretchen Kaser are in attendance.

1. Minutes of 2/27/17 Regular Meeting – approved as amended. Unanimously approved.
2. Public Session – opened and closed at 7:36pm as there was no public in attendance.
3. Correspondence – there was no correspondence
4. President’s Report : John Mongelli – no report
5. Vice President’s Report: Hugh Turk – no report
6. Treasurer’s Report: Gretchen Kaser for Herman Crowley
 - a. The balance for the Capital Account as of 2/28/17 is \$65,793.7
 - b. The balance for the Operating Account as of 2/28/17 is \$29,095.37
 - c. The total for both accounts as of 2/28/17 is \$94,889.15
 - d. Motion to approve and pay the bills list was approved in its entirety after some discussion of cost surrounding plumbing bill.
 - e. Capital Account activity \$15.14 in interest for the month.
 - f. Herman recommends to wait to transfer until after next installment from HHK Borough
 - g. First installment for 2017 from borough was deposited March 1 and not reflected here
 - h. Deposits for the month total \$280.70
 - i. Utilities comparison reviewed and discussed. We estimate saving roughly \$100/month with the energy efficient changes we’ve made

- j. Reports indicate we are on target with the budget versus actual spending
- k. 2017 budget (approved in January 2017) attached for our review

7. Secretary's Report: Caroline Richards – no report

8. Director's Report : Gretchen Kaser

- a. Foot traffic up this month attributed mainly to strong programming, the February break.
- b. circulation is up from February of last year, but slightly down from January 2017. Probably attributed to inclement weather and a shorter month.
- c. We got our check from the borough for \$30,000.
- d. state report submitted
- e. Lots of involvement with the school this month. Gretchen participated in Read Across America and the mural by the middle schoolers has been installed in our YA room. Gretchen and Diane Mardy are working to find a date for a ceremony.
- f. Programming is going well. A new knitting instructor has been hired for the next knitting session.
- g. There have been several problems with the facility that have erupted this month including a vine growing into the Worth Pinkham room and an animal living in the ceiling. The library's exterminator has been called, but a more comprehensive approach seems to be required. It appears this animal may be the source of the HVAC issue. The board recommends calling for a second opinion. Patricia asks if it makes sense to consider having a building inspection done so we can anticipate upcoming issues and budget accordingly. The interior door from the lobby to the building is jamming from the inside; Gretchen has asked to call a locksmith and the board agrees. There have been plumbing issues with both the public and staff restrooms; to date DPW has been able to handle. The outside lights have been acting up again.
- h. Bill Jones suggests we revisit our policy about carrying over sick days since we don't have a disability policy. The borough offers a 135-day carryover which can be used in the event of prolonged illness or injury. The library's personnel committee will review, research and make a recommendation.

- i. BCCLS is changing its billing structure. Gretchen is learning about that and will report
- j. BCCLS is changing how it handles its ebooks. We will be switching to from Overdrive to Cloud Library. This change will mean an easier format and that HHK residents don't necessarily have to wait in the county que for books, but the new platform will not support older Kindle readers.
- k. The board looked at the information provided from the New Jersey Department of Community Affairs regarding cash management plans; question raised about relevancy.

9. Council Liaison: Thomas Fiato, Councilman – no report

10. School Liaison: Diane Mardy, Superintendent – no report

11. Committee Reports:

A. Personnel Committee – no report

B. Finance Committee- no report

C. Library Strategic Plan- no report

D. Sub-Committee – Title Search Committee-

Jeff Clutterbuck reports that it appears the library is within lot 91 and the other two are completely vacant. There is a value to those other two lots. The question is what happens if we give the Van Buitens one of the lots and they release the other two without any restrictions allowing us to use proceeds from sale for another property. Board has questions about implications of this idea for the town. As the library is unable to own property or even negotiate, the Board would like to set up a meeting between our committee and borough personnel from the town to brainstorm. Tom Fiato feels this is a “threshold” question: does the town want to be involved in a library improvement project. Tom Fiato suggests the question is, “What flexibility do we have with this lot?” The board have an internal meeting and then meet with Bill Jones to discuss future plans for the current library property. We do not have a survey, but would like to determine position of library on lot 91.

E. Policies and Procedures Committee – no report

F. Building and Grounds- no report

12. Old Business

a. Friends of the Library -

13. New Business

14. Closed Session (not required)

Date of Next Meeting 4/17/2017

Move to Adjourn at 8:59 pm