

HO-HO-KUS LIBRARY
BOARD OF TRUSTEES

BOARD MINUTES
MARCH 21, 2016

Meeting called to order at 7:35pm. Members in attendance: John Mongelli, Hugh Turk, Jay Clutterbuck, Herman Crowley, Caroline Richards, Kevin Shea, Diane Mardy, Patricia Crossley.

1. Call to Order & Attendance in Accordance With the Open Public Meeting Act.
2. Public Comments
No public in attendance.
3. Minutes of February 22, 2016 meeting approved.
4. President's Report
The Mayor is requesting John to attend a closed session of the Town Council, April 19, for discussion of the letter regarding title of the library and possible outcomes. A meeting is scheduled with Bill Jones for Wednesday to review the allocation. The recent Town Journal highlighted Erin and a reminder that the employee manual needs to be approved.
5. Vice President's Report
No report this month.
6. Treasurer's Report
The March bills list was approved. There was discussion regarding the budget and progressing toward actual vs. allocated expenses.
The monthly bank balances are attached.
7. Secretary's Report
No report this month.
8. Director's Report
Circulation was 2,707 - a 45% increase over 2015. Erin's presence has definitely made a difference. The NJ Maker's Day was a huge success and brought many first time visitors to the library. The HHK school will host the Summer Reading Program events this summer.
The Intro to Knitting class was a big success and will be offered again, as was the Ellis Island lecture which will be offered again in May.
BCCLS has started training for LEAP (New circulation software for circulation). One employee

resigned and will not be replaced.

Please see Gretchen's report for complete details.

9. Council Liaison

Discussion regarding the letter, the Town budget, and ongoing litigation costs. A new fire truck has been approved to replace the current one which is 23 years old.

10. School Liaison

Read Across America was a huge success with participation from community members (including Gretchen). The students are excited about the art project here at the library.

11. Standing Committee Reports

A. Personnel - Gretchen's self evaluation is completed.

B. Finance - The committee will meet with Bill Jones on Wednesday.

C. Library Strategic Planning - Copies will be distributed for the Council Meeting.

1. Title Search - See above discussions.

D. Buildings&Grounds - Working on new sign.

E. Policies&Procedures - No report this month.

12. Old Business

Review Personnel Manual.

13. New Business

Employee reviews have been completed, with the exception of Erin. A 2% increase was approved by the Board.

14. Date of next meeting: April 18 - National Library Week

Adjournment: 8:50pm.