

HO-HO-KUS LIBRARY  
BOARD OF TRUSTEES

BOARD MINUTES  
APRIL 18, 2016

Meeting called to order at 7:40pm.

Members in attendance: John Mongelli, Herman Crowley, Leann Surz, Jeff Clutterbuck, Caroline Richards, Diane Mardy, Gretchen Kaser and Patricia Crossley.

1. Call to Order and Attendance with the Open Meeting Act.
2. Public Comments  
No public in attendance.
3. March minutes approved.
4. President's Report  
John's report centered on two topics: 1) the Library Letter, which was discussed in closed session with the Borough Council and has been signed and mailed, and 2) discussion regarding the development of the Friends of the Library group, which will be helpful to all aspects of growth. Congratulations to Gretchen for a successful year! Motion to ratify a 2% raise was unanimous.
5. Vice President's Report  
No report this month.
6. Treasurer's Report  
The Bill List was approved. Next month's expenses will be higher with the 2nd payment to BCCLS due June 1st.  
The account balances for this month are: Checking Account - \$38,101 and Capital Account - \$70,093. Total: \$108,195.
7. Secretary's Report  
There was discussion exploring a library presence at Movie Night in September. It may be an opportunity to introduce the Friends Group.
8. Director's Report  
The month's circulation was 3,082, a 32% increase from last year and a 14% increase from March. Gretchen and Bill Jones met on

March 23rd and the charge back for 2016 was agreed at 90,000. The second quarter payment (30,000) will arrive this month. Programming

attendance has been excellent. There was great participation from teen volunteers to assist in projects around the library. The preschool will

schedule a visit in May and Gretchen and Diane will arrange a visit with the school. An exterminator was called to check for mice and will return for a future inspection.

PSE&G was working outside when a wire hit a tree and a branch came down on the stairs, narrowly missing Cheryl. There was discussion

regarding the exterior perimeter lighting. Street parking for employees was discussed and the police informed. Friday (4/18), a patron fell

on the stairs, was clearly hurt and refused medical attention. The ambulance was called.

Please see Gretchen's full report for details.

9. Council Liaison

No report this month.

10. School Liaison

Diane and Gretchen will arrange a library card trip for the school.

11. Standing Committee Reports

A. Personnel - No report this month.

B. Finance - Discussion in New Business.

C. Library Strategic Planning - No report this month.

1. Title Search - The Borough Council has copies of the letter.

D. Building&Grounds - The new library signs will be installed on poles near the library under the existing NJTransit signs.

E. Policies&Procedures - Discussion in Old Business.

12. Old Business

RuthAnn will be asked to compare/contrast the library Personnel Manual with existing policies of the Borough.

13. New Business

A motion to approve the Library Budget was approved. A motion regarding Employee Compensation (as of 3/28/16), also approved.

Discussion regarding Pay Cards was tabled to next month.

Next Meeting: May 16, 2016

Adjournment: 9:20pm.