

LIBRARY MINUTES

January 22, 2018

The January regular monthly meeting of the Pompton Lakes Public Library was called to order by Anne Keating at 7:31 p.m. on Monday, January 22, 2018 in the Meeting Room of the Pompton Lakes Library, 333 Wanaque Avenue, Pompton Lakes, NJ 07442. The statement of compliance was read.

Present: Mrs. Marianne Vozzo, Mrs. Kathleen Cole, Mrs. Jessica Ceccolini, Mrs. Anne Keating, Mr. Michael Drazek, Director, Mayor Michael Serra

Absent: Ms. Sheryl Bossak, Mr. Ozzie Diaz

Minutes: The December 2017 regular meeting minutes were examined. A motion was made to accept the minutes by Kathleen Cole, seconded by Anne Keating, carried.

Collection and Finance

A motion was made to transfer funds from the Borough Savings Account to the Borough Checking Account to pay the Budget 2017 Bills on the January 2018 Bill List by Kathleen Cole, seconded by Jessica Ceccolini, carried.

A motion was made to transfer funds from the Library Savings Account to the Borough Checking Account to pay the Budget 2017 Bills on the January 2018 Bill List under Library Account by Kathleen Cole, seconded by Marianne Vozzo, carried.

A motion was made to transfer funds from the Capital Account to the Borough Checking Account to pay the Budget 2018 Bills on the January 2018 Bill List by Anne Keating, seconded by Marianne Vozzo, carried.

A motion was made to transfer funds from the Borough Savings Account to the Borough Checking Account to pay the Budget 2018 Bills on the January 2018 Bill List by Jessica Ceccolini, seconded by Marianne Vozzo, carried.

Collection and finance reports were discussed. Wage increases in effect as of January 1, 2018. Mayor Mike Serra advised that with the new tax rate going into effect this year, the library can expect to receive more funds.

Director's Report

The Director's Report was examined by the Board. Discussion followed. Boiler issue took longer than expected because the part needed was not immediately available. The library needed to be closed for 1-1/2 days due to no heat. The new part is guaranteed for two years. Mike Serra suggested investing in a warranty program. He also mentioned that the DPW will be guided by a new superintendent starting February 10th. His plan moving forward will include employees responsible for specific jobs such as plumbing, electrical and other specialties. This may help with future minor issues at the library.

The library distribution service LibraryLinkNJ selected a new delivery service, ExPak Logistics, to handle distribution of materials between libraries. However, service has been spotty at best. Hoping it will improve as the new provider gets used to the system. It has caused a backlog of materials to be shipped and delays in delivery of materials as well. The new contractor is supposed to be able to let libraries track the materials.

Friends of the Library Report

Shirley reported that the current funds are at \$5,901. At the last meeting on January 3rd, they gave the library staff a new microwave. Many activities are being planned for this year, including upcoming memoir writing class, family game night, and the town wide book read. A few home owners have reached out to the Friends of the Library to offer up their homes for the holiday tours. In addition, the group is planning to meet with the historical society to come up with more ideas to incorporate town history into their programs. Mayor Mike Serra suggested that the group talk to Lenox School and coordinate with their 100 year celebration.

Old Business

Michael Drazek presented updated book dedication forms. Everyone liked the one with the photo of the library at the top of the page. It made the form stand out. Kathleen Cole suggested color be added to the forms that will be available at the library, but if multiple copies are made for handing out at events, we would just go with black and white. Labels that will be put into the dedicated books were also reviewed. The template created by Michael is saved on the library computer and can be personalized to the individual. Discussion followed about the date 1909 printed on the label. That is when the library construction started, but it didn't actually open until 1912. Kathleen Cole suggested changing it to "Built 1909".

New Business

Bank signature cards require all four officers of the library board be present. Anne Keating (President), Kathleen Cole (Vice President), Jessica Ceccolini (Treasurer), and Marianne Vozzo (Secretary) plan to meet at Columbia Bank on Wednesday January 24th. At that time they will also confirm the change of officers.

Marianne Vozzo will serve as the library board's NJ Library Trustee Association representative for 2018. Motioned by Kathleen Cole, seconded by Anne Keating. All in favor.

Joe Louis Memorial Park "Buy a Brick" eagle scout program for Guy Allegri has been tabled. Basement tour has been postponed until next month.

A recent inspection of the library conducted by OSHA found some issues with the library building that will need microbial remediation. The report was submitted by Indoor Air Quality Services to the Borough of Pompton Lakes on January 18th and presented by Mayor Michael Serra at the meeting. A long discussion followed on what should be done next. Mayor Michael Serra will have Kevin Boyle schedule a representative to explain what the report means and what immediate action is required. Since it's a town building, the borough will work on repairs, while the library and its board of trustees will help coordinate. The board showed real concern of the effect on the patrons of the library, the employees and want to find out as much as possible to remedy this situation. Kathleen Cole will reach out to Mary Ann Orapello at the board of health to discuss the results with her as well. Mayor Michael Serra will work on getting an abbreviated version of the report to be presented and ease minds.

Meeting Opened for Public Comments – The meeting was opened for public comments at 9:22pm. There being no members of the public present, the open portion of the meeting was closed at 9:23pm.

Meeting Adjourned – A motion was made to adjourn the meeting at 9:23pm by Anne Keating, seconded by Marianne Vozzo, carried.

The next meeting is scheduled for February 26th, 2018 at 7:00 p.m.

Approved by,

Marianne Vozzo
Secretary