

LIBRARY MINUTES

May 14, 2018

The May regular monthly meeting of the Pompton Lakes Public Library was called to order by Anne Keating at 7:00 p.m. on Monday, May 14, 2018 in the Meeting Room of the Pompton Lakes Library, 333 Wanaque Avenue, Pompton Lakes, NJ 07442. The statement of compliance was read.

Present: Ms. Sheryl Bossak, Mrs. Jessica Ceccolini, Mrs. Kathleen Cole, Mr. Ozzie Diaz, Mrs. Anne Keating, Mr. Michael Drazek, Director

Absent: Mr. Glenn Huther, Mrs. Marianne Vozzo

Minutes: The April 2018 regular meeting minutes were examined. A motion was made to accept the minutes by Jessica Ceccolini, seconded by Kathleen Cole, 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 2018 Bills on the May 2018 Bill List by Kathleen Cole, seconded by Ozzie Diaz, carried.

Collection and finance reports were discussed. Collections are keeping steady. Noticed a slight dip in juvenile circulation. Michael advised that he will request additional funds of approximately \$1,000 from the borough to cover expected costs through November.

Director's Report

The Director's Report was examined by the Board. Discussion followed. Jessica Ceccolini inquired if there were any complaints of kids programs being postponed due to the construction of the upstairs closet. Michael advised there were no issues. Kathleen Cole was advised by Michael that the photocopier repair is included in the contract. She also inquired about the wasps to which Michael replied that no obvious entries were found where the wasps could be coming in. She suggested that the DPW might be able to help with spraying the nests as they do at Hershfield Park. The children room's public computer has been temperamental and probably needs the hard drive replaced. Michael has been able to get it working, but advised that it will need to be addressed further soon. Cost for a new hard drive would be approximately \$50. Book delivery has improved with the new delivery service going from over 300 items in transit to about 120. Michael also made us aware that any book taken out at a NJ library can be returned to any other library within NJ and it will be delivered through the delivery service to the original library, but to allow enough time before the due date.

Friends of the Library Report

Shirley McCabe reported on past and upcoming events. The college essay writing event did not happen due to conflicts with student events. It will be offered again in October. Book sale was May 11th and 12th. There was a lot of traffic. The sale was moved inside on the 12th due to weather. Raised a total of \$287.20, including donations and new memberships. The historic tour on May 12th was well received even though the weather wasn't perfect. Twenty two people attended the walking tour of down town Pompton Lakes, the post office, Pompton Lakes High School and Lenox School. Yoga classes are going well. A NY Symphony Orchestra representative met with the group on April 24th advising that a minimum of 25 people from the community would need to attend to get a bus to come and pick up the guests and bring them to the event. Events would be 2 hours long and held on Sundays. Need 3 months to plan. The town wide reading program is going well. All books from the library have been taken out and there is a waiting list. Plans are to attend a couple of the BID concerts this summer to promote the Friends of the Library group.

Old Business

Library Manual - Michael Drazek presented examples of policies for inclement weather, media relations and film and photography. Discussion followed. Michael shared with us that there was a request to use the library on a Saturday for a school film project. He advised them to come back when the library was less busy to avoid use of unintended filming of people. The student has not come back as of this meeting. Discussion continued

with members agreeing that a little from each policy example would be the best fit for our library and will trust Michael's judgement to come up with policies that fit ours. Anne Keating suggested that maybe when patrons update their library card information to include the best way to get in touch with them in the event of library closing. Sheryl Bossak asked if we should be translating library policies into Spanish. Kathleen Cole replied that we will consider it when there are inquiries, which there are none at this time.

Eagle Scout Project has been completed with a \$20 refund. Unused supplies were returned to the store for credit. The inspector just needs to come to make the final inspection.

Michael advised that the borough has approved the remediation project at the library for \$50,000 and that additional funds of \$10,000 have been approved for new computers. The remediation project will most likely start in June, pushing back the start of our summer programs.

Members agreed that the BID shed is to be placed on the lawn against the adjacent building to the library.

New Business

NJ paid sick leave law will go into effect October 2018. It states that for every 30 hours worked, an employee accumulates one hour of sick time, up to 40 hours a year. Currently the library only has one full time employee and not sure if it will apply to government jobs. Also, if the current sick time is more favorable than the new law, it will supersede it. Currently the library allows employees to accumulate up to 15 days per year and can be carried over but not cashed out upon retirement.

Kathleen Cole suggested name tags for library employees so we can get to know their names easier. Sheryl Bossak commented that of the many libraries she has visited, she has not seen name tags. Anne Keating feels a little leery about requiring name tags and commented that she wouldn't want to wear one. The idea has been tabled for now.

Meeting Opened for Public Comments – The meeting was opened for public comments at 8:03pm. There being no members of the public present, the open portion of the meeting was closed at 8:04pm.

Meeting Adjourned – A motion was made to adjourn the meeting at 8:04pm by Anne Keating, seconded by Sheryl Bossak, carried.

The next meeting is scheduled for June 18th, 2018 at 7:00 p.m.