

LIBRARY MINUTES

June 18, 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, June 18, 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, Mr. Ozzie Diaz, Mr. Glenn Huther, Mrs. Anne Keating, Mr. Michael Drazek, Director

Absent: Mrs. Kathleen Cole, Mrs. Marianne Vozzo

Minutes: The May 2018 regular meeting minutes were examined. Minor correction observed by Sheryl Bossak to change minutes examined to correct month. A motion was made to accept the minutes by Jessica Ceccolini, seconded by Ozzie Diaz, 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 June 2018 Bill List by Anne Keating, seconded by Sheryl Bossak, carried.

A motion was made to transfer funds from the Library Savings Account to the Borough Checking Account to pay the Budget 2018 Bills on the June 2018 Bill List under "Library Account" by Anne Keating, seconded by Glenn Huther, carried.

A motion was made to transfer funds from the Library Savings Account to the Capital Savings Account by Sheryl Bossak, seconded by Ozzie Diaz, carried.

A motion was made to transfer funds from the Capital Savings Account to the Borough Checking Account to pay the Budget 2018 Bills on the June 2018 Bill List under "Capital Account" by Jessica Ceccolini, seconded by Sheryl Bossak, carried.

Collection and finance reports were discussed. Jessica noticed circulation of books change. Michael advised children's room books were replaced with newer versions, especially the ones on different countries. Michael informed the board of receipt of the borough's additional funds of \$25,000 was received this week. This will hold us over until October when Michael will request more if needed. He expects to need approximately \$8,000 more in the fall. Majority of the funds are for PALS Plus which is scheduled in lump sum payments to take advantage of the discount. The next payment will be due in July.

Director's Report

The Director's Report was examined by the Board. Discussion followed. Anne Keating was pleasantly surprised to see that the roof repair was less than expected. Michael advised that the repair entailed tightening the gutters and fixing a loose piece of roofing. Anne asked about repair of the outdoor electrical outlets. Michael advised that the borough was made aware of the problem in May and contacted Sal Electric to look at it. The outlets were working again before the first concert in June. There will be no charge to the library. Michael advised that the story time and reading program registrations are being mostly done online and numbers look good. However, if the remediation project isn't completed in time, an alternate plan will need to be put in place for them. Ozzie Diaz thanked the Friends of the Library group for purchasing a new Wi-Fi router for the library.

Friends of the Library Report

Shirley McCabe reported treasury balance at \$6,110.97. Book sale brought in \$272.50. At BID summer concerts the Friends group will have donation jars set up with volunteers manning the table. National Night Out is the next event the Friends group is discussing about attending. For Pompton Day, the group already has 3-5 volunteers ready to help. A poster will be displayed about holiday house tours. Library bags have been

requested to be sent to a former library aid who lives in North Carolina. Discussion was had about how to help the library. Suggestions were made for folding chairs, stacks with wheels to move displays, new chairs, laptops, four sided obelisk and new couches for entryway area. Construction bond act applications will be available in the fall; Michael will pass on information as it becomes available. NJSO Orchestra trip has a lot of interest, but we need at least 25 participants to qualify. We may combine with Wanaque to reach that. One Book One Town is moving along well. Keep An Eye On The Ball has been added to the summer reading list for elementary schools. The reading program will also be advertised again at Pompton Day. The Santers' family raises service dogs and will be part of the culmination of events in September. Steve Edgellar has applied for an arts and historic grant to be used for a film series. Details still need to be ironed out on where to hold the event, but choices include Studio 237, Carnivale Center and Valley National Bank. Next meeting is scheduled for Tuesday, July 3rd, 4pm at the library.

Old Business

Library Manual / Policies - Michael Drazek presented policies for Emergency Closings and for Photography, Video/Audio Recording. Discussion followed. All members liked policies as is with no corrections needed.

A motion was made to accept the Emergency Closings Policy by Anne Keating, seconded by Ozzie Diaz, all in favor.

A motion was made to accept the Photography, Video/Audio Recording Policy by Jessica Ceccolini, seconded by Ozzie Diaz, all in favor.

New Business

Pompton Lakes Women's Club Donation – Michael Drazek advised of a \$1000 donation that was presented to him on June 7th by the Women's Club. The donation will be used to supplement the audio books collection. Approximately 30% of it will be used for children's room and the balance for the main library. Anne Keating suggested a thank you note to be displayed at the library to thank the Women's Club for their donation. Michael will also send a thank you letter to them.

Staff – Michael Drazek was questioned by an employee about their pay rate. Lengthy discussion followed. Due to the recent 5% pay raise, this topic will be further discussed when salaries are reviewed again in the fall. Since there was a pay raise freeze for about four years, the new rates will take that into consideration. Also suggested was a performance grading system that will need to be discussed further.

Remediation – The cleaning company came today to start on the second floor meeting room, children's rooms and offices. The bathrooms will remain accessible during the entire process. Sheryl Bossak hopes that the new closet will be kept intact. Michael showed some photos he took of progress. All plaster will be taken down and replaced with sheet rock. The company hopes to finish the upstairs within 2 days and move to the main floor by end of week. The main floor will consist of cleaning only, no construction work will be required. The basement is to be started on next week with prep work to be completed by Friday. A dumpster will be set up outside along with a POD for storage of furniture and other items that will need to be moved during the cleaning. Michael will ask to have them placed near the fire escape and garbage shed to keep away from lawn area due to next week's expected BID concert. The company has many workers doing several jobs all at once to be able to get the job done as quickly as possible. They will be working weekdays 8am-6pm with no weekends to save on cost.

Building inspector is expected to come Wednesday to inspect the closet built by the boy scouts.

Cablevision came to check on slow internet.

Meeting Opened for Public Comments – The meeting was opened for public comments at 8:04pm. There being no members of the public present, the open portion of the meeting was closed at 8:05pm.

Meeting Adjourned – A motion was made to adjourn the meeting at 8:05pm by Sheryl Bossak, seconded by Anne Keating, carried.

The next meeting is scheduled for September 17th, 2018 at 7:00 p.m.