

LIBRARY MINUTES
November 19, 2018

The November regular monthly meeting of the Pompton Lakes Public Library was called to order by Anne Keating at 7:00 p.m. on Monday, November 19, 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, Jennifer Polidori, Council Liaison

Absent: Mrs. Kathleen Cole, Mrs. Marianne Vozzo

Minutes: The October 2018 regular meeting minutes were examined. A motion was made to accept the minutes by Anne Keating, seconded by Sheryl Bossak, 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 November 2018 Bill List by Jessica Ceccolini, seconded by Sheryl Bossak, carried.

Collection and finance reports were discussed. Michael advised circulation is ok, but of course could always be better. Library account finances were discussed explaining that fines, fax usage, copies and state aid are included with that. Fines since January have amounted to \$2,353.

Director's Report

The Director's Report was examined by the Board. Discussion followed. Halloween pictures at the library brought out about 50 or so people. Nice weather was a plus. The library gave out free books to a steady stream of trick-or-treaters. The Library Link NJ will no longer have enough funds to get past June 2019, after that the NJ State Library will pick up delivery until December 2019 and may take over after that. A vote was held to charge libraries \$500 to help offset the costs. However, some of the libraries feel that the NJ State Library will not want to continue, especially in the south where it's divided into counties, not towns. The libraries in the south receive all of their deliveries at one central county library and then materials need to be distributed amongst the other libraries within the county.

Friends of the Library Report

Shirley McCabe reported treasury report was at \$5569.00. On Wednesday, November 14th, a book talk was held at the library with author Paul Chepurko who discussed his book "Small Town, Big Sacrifice III". There was a good turnout. Several other authors have reached out to the Friends group as well. The Holly House Tours will be held Saturday, December 1st before the Holiday Stroll. Tickets are available at the library desk. Four houses are included in the tour. Steve Edgeller has secured liability insurance for the Friends of the Library through Farmers Insurance effective 10/15/18-10/15/19. The historic grants have been awarded. Out of a possible \$3600 grant, the Friends of the library received \$2500 to be used for the 2019 Film Festival featuring DeMille.

Old Business

Trustee Training – Anne Keating advised that she had trouble logging into website for training. Michael advised the usual training that would normally take place in November has been postponed until January, which is after our deadline to reach 7 hours of training. Michael will email the board with what would have been covered at this training session for review. Upon completion, the time it took to review this material will count towards our total. We have completed about 4 hours and need 3 more to reach our goal. Any review done at the next meeting will also count.

Heating System Repair - Plumbers have checked on the steam pipes in the basement. One of the estimates is \$7350. Still waiting on one more to compare costs. Joints are rusting because of standing water due to the water heater and pipe not being level. Ben Franklin doesn't do larger pipes and referred us to a mechanical contractor. The expense has been added to the Capital budget for 2019. There have been mornings when the staff needs to add more water to the heating system to get it started again. The system is losing water on the return and it won't start if there is no water, causing it to shut down.

6 Hour Position – Michael will be looking to hire someone to work a couple hours in the afternoon a few days a week to help with re-shelving books and magazines.

New Business

Abe Goll from Congregation Beth Shalom presented a project that would add a walkable mini park to the library. The project would be a donation from Congregation Beth Shalom. A silent reading area with pergola and benches are some of the planned ideas to be added to the facilities. Parking details were discussed to which Michael Drazek made Abe aware of memorial trees on the side of the library that we would want to preserve. It would probably involve the Shade Tree Commission to move them or if they can be replaced. Further discussion followed to clarify details. Abe advised that Kevin Boyle would be interested in hearing more of the plans and advised that if the library board was in agreement, we can go to the next phase of planning and receive more details of what will be done. Anne Keating wants to make sure that we don't lose the open space, make it more appealing and keep the original architecture. She also suggested art, like statues, would be a nice addition as well. Jennifer Polidori offered to follow up with the borough on what will need to be done to allow this to happen. And Abe will also reach out to BID for extra donations and advice. Anne Keating motioned to go ahead with next phase of planning and to report back to the board with a preliminary plan when available. All members in favor. Abe thanked everyone in attendance and will be happy to share the news with his congregation.

Holiday Stroll – The Holiday Stroll will be held Saturday, December 1st, starting at 4:30pm. The library will close at 3pm to start preparations for pictures and the characters to get into costume.

Resolution PALS Plus Voting Representative and Alternate – A motion was made by Ozzie Diaz and seconded by Anne Keating to have Michael Drazek serve as voting representative and Linda Brophy as alternate. All in favor.

Annual Report 2017 – The annual report was reviewed. Minor errors were observed that Michael will correct.

2019 Budget & Staff Salaries – Proposed budget was reviewed. Expected increases include gas, electric, PALS Plus and salaries. Last year's salary increase was 5% to help offset having no raises since 2012. Next year's proposed increase is asked to be at 4% to help catch up to the 9% it would have been if 1.5% raises were awarded those years. The additional cost also includes an expected raise in health care costs. There are currently 4 full time and 3 part time employees.

Capital Budget 2019 – Capital budget includes larger projects that will need to be addressed eventually. \$10,000 is already earmarked for upgrading the computers and network equipment. The projected budget is submitted to the borough to know what larger projects will need attention in the future.

Resolution Budget 2019 – After much discussion, Anne Keating commented that the budget is not unreasonable. Jessica Ceccolini motioned to accept the proposed budget, seconded by Ozzie Diaz. All in favor.

Staff Gift – Last couple of years we've given staff BID bucks. Other years we've given ornaments or poinsettias. Anne Keating suggested BID bucks again in the amount of \$30 for each employee. We can also take advantage of the special BID offer of \$100 for \$150 worth of BID bucks. All in favor.

Outreach – Anne Keating suggested that we as board members should build up communication with the community. We can start with our seniors. The Golden Agers and St Mary's seniors could be a good start. Let's find out what other libraries do and use the American Library Association as a source for some ideas. Glen Huther suggested the Rotary Club would also be a great place to start. The president, Dr Amoroso would definitely do something. Anne tasked all members to think about what we can do and bring ideas to the next meeting.

Meeting Opened for Public Comments – The meeting was opened for public comments at 8:46pm. Shirley McCabe asked about the NJ State Library grants. Michael advised that something will come out about it early next year and libraries will be able to apply second part of next year. Shirley would like to see the grant used for handicap accessibility. Jessica reminded us that we also need to come up with the matching grant money. Jennifer Polidori wonders if the donation from Congregation Beth Shalom can be used towards the matching grant. Michael advised only portions that are used for approved improvements would be eligible. The open portion of the meeting was closed at 8:58pm.

Meeting Adjourned – A motion was made to adjourn the meeting at 8:59pm by Sheryl Bossak, seconded by Jessica Ceccolini, carried.

The next meeting is scheduled for December 10th, 2018 at 7:00 p.m.