

Ramsey Free Public Library

Meeting of the Board of Trustees January 13, 2020

Mrs. Martin continued the January meeting, beginning at 7:37 p.m., immediately following the Annual Meeting. Also present were Mr. Bogaenko, Mayor Dillon, Mrs. Knauss, Mrs. McCaskey, Mrs. Ohnegian, Mr. Phelan, Mrs. Rennie, and Mrs. Thompson, Trustees, Councilman Gutwetter, and Director Latham. Mrs. FitzPatrick was absent. The minutes of the December 9, 2019 meeting were accepted as received on motion by Mr. Bogaenko, seconded by Mr. Phelan, and passed. The minutes of the December 9, 2019 executive session were accepted as received on motion by Mr. Bogaenko, seconded by Mr. Phelan, and passed.

Correspondence: None

Library Board Members Comments: Mrs. Rennie noted that the Ramsey library had been included in a recent article in *The Record* regarding the fine-free policy.

Treasurer's Report: Mr. Bogaenko reviewed the balance sheet, profit and loss, and the budget report for December, 2019. Once again there will be no return of funds to the borough. He noted that the 2020 budget as developed by Director Latham is very detailed. Director Latham called attention to three items on the December bill list, two AMI services bills (\$155 for repairs and maintenance and \$3,690 for miscellaneous expenses/capital) and \$36,325.10 for benefits. Upon motion by Mr. Phelan, seconded by Mrs. Rennie, approval to pay the December bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: In December, there were forty-four programs attended by 677 patrons.

In conjunction with the movement of the study carrels from the Teen Room into the general study area, exposed outlets which extended up from the floor became a tripping hazard. The electrician re-worked the floor outlets so they are flush with the floor.

There were two generator false alarms in December. One was attributed to the electrician. The generator company reviewed the system and made adjustments to the settings while completing the regular maintenance.

Regarding the sliding doors, the inner door of the two front doors became stuck in December and did not open or close properly. Parts were replaced and the doors were repaired. Most of the work was covered through the annual service contract.

The leak in the women's bathroom was due to a deteriorated pipe underneath the sink. Since the leak occurred overnight, water leaked under the walls and into the staff area, resulting in wet carpets, papers, and some other materials. The plumber fixed the piping

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during the day and the library's regular cleaning service cleaned, sanitized, and dried the whole area the next evening.

On Thursday, December 5th, there was a penguin visit from Jenkinson's Aquarium which attracted approximately one hundred attendees. The questions from the children were very good.

The library once again participated in the Home for the Holidays Storytime inside the train station. This event is a good outreach opportunity, enabling the library to interact with even more people.

For one week in December, free cups of hot cider were served to the library's patrons. On the Friday/Saturday of that week, staff and patrons were encouraged to wear their holiday and/or ugly sweaters. One of the library's TVs was set up to show a crackling fireplace video feed on loop, enabling patrons to sit by the "fire" with their cider and read. The library is looking into the possibility of adding a permanent coffee station.

Director Latham also noted other events such as the After Hours Concert, the Holiday Cookie Decorating for Kids, and the Ramsey Cooks Cookie Swap. Upcoming events include a presentation by Cindy Wanek from Assemblywoman Holly Schepisi's District 39 office on Wednesday, January 29th, the Sunday Afternoon Concert by Yacouba Sissoko, an African kora player, on January 12th, a Mel Brooks Trivia Night on Thursday, January 23rd, a Dungeons and Dragons Club for Teens on Saturday, January 11th, and the Pros and Cons of AP classes on Monday, January 27th.

The Lunar New Year program is scheduled for Saturday, February 8th. A Korean element has been added this year. In 2019, there were approximately 250 participants.

Business sponsors are being recruited for the Mini-Golf Fundraiser, scheduled for Friday, February 28th, and Saturday, February 29th. A webpage has been created, as well as flyers, a sponsorship brochure for businesses, and an in-house display about the event and sponsors. Plans for additional activities for each day are being developed. Director Latham has applied for an ABC/social affair permit for the Friday night wine and beer.

Implementation of the TimeOut Software, the fine free/unified loan periods, and the Macmillan eBook ban are also underway.

Director Latham generated a statistical comparison (2018 versus 2019) of the collections, program attendance, and door count. Despite less programming, there was an 11.25% increase in program attendance.

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Regarding the list of holidays for 2020, Director Latham spoke with Borough Administrator Vozech specifically about the Independence Day schedule. His recommendation would be to close on both Friday, July 3rd, and Saturday, July 4th. He was not certain as to past practice but thought this would be the simplest means to meet the contractual requirements. Upon motion by Mrs. Martin, seconded by Mr. Phelan, the library holiday calendar for 2020 was unanimously approved.

Beginning on Wednesday, January 1st, the library moved to the fine-free model of circulation. At the same time, the borrowing times were adjusted to coordinate with the upcoming Unified Loan Periods that BCCLS is implementing as of Friday, February 14th. As the necessary work continues on the software and item processing procedures, the library staff is waiving existing overdue fines on Ramsey-owned items as they come in.

Director Latham shared information about an issue with paychecks/pay periods between the borough and the library. Every few years there is a 27th pay period, rather than the usual 26 pay periods. The beginning of 2020 was such a pay period necessitating a change to the date when paychecks would be deposited. However, the library administration was never notified that this would happen. A similar incident occurred when the library administration was supposed to be informed about the open enrollment period and accompanying sign-up dates, but they were not.

A certificate of thanks was received from the Ambulance Corps for the donated computers.

Upon motion by Mrs. Knauss, seconded by Mrs. Thompson, the BCCLS certification of agreement indicating compliance with the requirements of membership, the By-laws of BCCLS, and the Policies and Procedures of BCCLS was unanimously approved.

There were 24.5 hours of overtime in December.

At 8:12 p.m., the meeting moved into executive session on motion by Mrs. Martin, seconded by Mr. Phelan, and passed.

Consent Resolution: Upon motion by Mr. Bogaenko, seconded by Mrs. Rennie, Consent Resolution 2020-1, the transfer of \$5,000 from 2019 reserve funds to the Borough of Ramsey to cover Director Latham's \$5,000 bonus, was unanimously approved.

Public Comment: None

Unfinished Business: The updated list of trustees and other attendees of the monthly meetings was included in the January packet.

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New Business: None

At 8:21 p.m., the meeting was closed on motion by Mrs. Martin, seconded by Mrs. Rennie, and passed.

