

## **Ramsey Free Public Library**

### **Meeting of the Board of Trustees February 11, 2019**

The February meeting was called to order at 7:32 p.m. by Mrs. Martin with the reading of the public meeting law. Also present were Mr. Bogaenko, Mrs. FitzPatrick, Mrs. Knauss, Mr. Phelan, Mrs. Rennie, Mrs. Thompson, Trustees, Councilwoman Jachzel, and Director Latham. Mayor Dillon, Mrs. Ohnegian, and Mrs. Tuntigian were absent. The minutes of the January 14, 2019 meeting were accepted as received on motion by Mr. Phelan, seconded by Mrs. FitzPatrick, and passed. The minutes of the Annual Meeting (January 14, 2019) were accepted as received on motion by Mr. Phelan, seconded by Mrs. FitzPatrick, and passed.

**Correspondence:** None

**Library Board Members Comments:** None

**Treasurer's Report:** Mr. Bogaenko distributed the balance sheet, profit and loss, and the budget report for December, 2018 and January, 2019. The 2019 budget proposal is close to completion and should be available at the March meeting. Once the contract with the union is finalized, the numbers for the salary allocations can be generated. Raising of the minimum wage for the library pages will have only a slight impact on the budget. The January Bill List was included in the packet. Mr. Phelan asked for information about the SYNCB/Amazon item (\$1,102.24-Grants & Donations) on the bill list. Upon motion by Mrs. Martin, seconded by Mrs. Rennie, approval to pay the January bills was unanimously passed. The treasurer's report was received and filed for audit.

**Director's Report:** Director Latham summarized the projects which he has focused on since the January meeting.

He ran a 1980's Trivia Night event on Thursday, January 31<sup>st</sup>. There were forty participants. Feedback about the event was excellent. A 1970's Trivia Night will be scheduled in March. Director Latham is looking to generate buzz about the library and all of the services which are available.

Double Digits and Teen Café are both well attended. Science Friday began in the summer as a means to offer more STEM programming and hands-on activities centering on science, technology, engineering, and math.

Director Latham highlighted the adult programs, including those which have been added to the schedule. On Saturday, February 23<sup>rd</sup>, Chinese New Year will be celebrated at the library. Additionally, he enumerated some of the new programs which are planned, including Maker's Day on Saturday, March 23<sup>rd</sup>, ComicCon, animal education programs, Open Makerspace, and Retro-Gaming.

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Director Latham met with both the head of the Literature Department for all the Ramsey schools as well as the Smith School and Ramsey High School media specialists. He delineated the topics and projects that were discussed. Outreach to the schools is planned, beginning with Smith School.

Ms. Suarez and other staff members are working on creating a user-friendly Series section for children's fiction books (non-picture books) that will be placed together in reading order. Similar options for the Adult Fiction collection are also being looked into.

Director Latham is heavily weeding the Adult Reference section. About seventy-five percent of the materials in this section will be donated, recycled, or moved to the circulating collection, if applicable, freeing up valuable space.

He continues to work on redesigning the newsletter; the hard part of its re-design has been completed and the first issue was circulated. He will also be developing a social media policy and guidelines for staff and community interaction. New promotional brochures and bookmarks to promote the library services and the library in general will be created.

The staff is continuing to process and set up the Tech Lending equipment, including circuitry kits, gaming consoles, and robotics kits. Mrs. Thompson initiated a discussion about a waiver/safety precautions due to the small parts in some of the kits. Director Latham has a template for such a waiver from Leonia which he will share with Board Attorney Scandariato. A soft launch for the Tech Lending equipment should take place within a few weeks.

As the chair of the BCCLS Technology Committee, Director Latham helped to organize the fourth annual Maker Funconference. He hosted the event and demonstrated some of the new equipment. Ms. Burnette, Ms. Newton, and Ms. Suarez also attended the event to learn more about STEM options.

The library's two RB Digital accounts were successfully merged into one app and service for library patrons.

Director Latham and Assistant Director Elwell continue to work with Ben Friedman of Village Marketing on the new website. Many new pages have been created with a lot of new content. The launch of the website is coming soon.

Director Latham is researching the technology needs of the library and developing a proposal to bring to the trustees in either March or April.

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On Monday, January 21<sup>st</sup>, six members of the Hangzhou Archives in China toured the library, learned about the library's services, and viewed the archive materials. Ms. Newton provided invaluable assistance during the visit, including utilization of the library's new button maker to create custom buttons for the visiting delegation. They presented the library with a silk map of the region they come from in China which will be framed.

The second meeting of the library board's pre-meeting executive committee was held with Mrs. Martin and Mr. Phelan in attendance. One of the topics which was discussed is the beginning of the library's Strategic Planning process. Mrs. FitzPatrick will also attend the next meeting which is scheduled for Thursday, February 28<sup>th</sup>.

Light bulbs and ballasts were replaced above the public computer area to fix some outages. All fixtures have been repaired.

The contractor returned to provide installation and review of the generator switch. All installations have been completed. They recommended that gas levels/flow be checked with the gas company to ensure that the correct interaction of gas levels is taking place for the generator unit.

Additional small leaks continue to occur in the community room during heavy rains. The work by the roofer has not solved the problem so other repair possibilities may be needed.

At the January meeting, Director Latham provided details of an incident with an adult patron on Thursday, December 18<sup>th</sup>. Since minors were involved, the police report cannot be distributed. The adult patron has not returned to the library since the incident.

There were eighteen hours of overtime in January.

In January, there were seventy-nine programs attended by 976 patrons. Mrs. Rennie asked about the Financial Planning for Children with Special Needs program, referencing another financial planning program which was not satisfactory.

The Ramsey Free Public Library Annual Report 2018 had been distributed. Director Latham noted that for several reasons 2018 was an aberration year due to state-wide delivery setbacks and fluctuating digital content offerings. There were more programs in 2018 than previously, with fewer attendees. Mr. Phelan asked about the status of the BCCLS delivery service. It must be up and running by June, but it is expected to be operational earlier. The director of the program is a Ramsey resident. All BCCLS employees are working on the delivery project.

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There was discussion about expansion of the Casual Friday program from the current one Friday to every Friday. Director Latham will put together a policy which will spell out what is acceptable attire. Mrs. Rennie noted that the staff is very pleased with their new director.

**Consent Resolution:** None

**Public Comment:** Denise Galda, 4 Farmington Court, referenced a newspaper article explaining Alyssa's Law which was signed into law by Governor Murphy and which will be implemented in the schools. She suggested that the panic-alarm bill also be implemented in the library.

**Unfinished Business:** None

**New Business:** None

At 8:23 p.m., the meeting was closed on motion by Mrs. Rennie, seconded by Mrs. Thompson, and passed.