

## **Ramsey Free Public Library**

### *Meeting of the Board of Trustees March 9, 2020*

The March meeting was called to order at 7:32 p.m. by Mr. Phelan with the reading of the public meeting law. Also present were Mr. Bogaenko, Mayor Dillon, Mrs. FitzPatrick, Mrs. McCaskey, Mrs. Rennie, and Mrs. Thompson, Trustees, Councilman Gutwetter, and Director Latham. Mrs. Knauss, Mrs. Martin, and Mrs. Ohnegian were absent. The minutes of the February 10, 2020 meeting were accepted as received on motion by Mrs. Rennie, seconded by Mrs. McCaskey, and passed, with one abstention (Dillon).

Mrs. Dey noted that the annual financial disclosure statements will be available in April and the deadline is Thursday, April 30<sup>th</sup>.

**Correspondence:** None

**Library Board Members Comments:** Mayor Dillon noted that there is a COVID-19 taskforce. Their second meeting will be held shortly.

**Treasurer's Report:** Mr. Bogaenko reviewed the balance sheet, profit and loss, and the budget report for February, 2020. The 2020 budget will continue to be tweaked. The cost of tables was covered by the Friends of the Ramsey Library. Regarding fines, according to BCCLS policy, fines which are paid in cash are kept by the library receiving the funds. Online payment of fines goes back to the item's home library. Upon motion by Mrs. Rennie, seconded by Mrs. McCaskey, approval to pay the February bills was unanimously passed. The treasurer's report was received and filed for audit.

**Director's Report:** In February, there were forty-nine programs attended by 966 patrons.

For several months there have been random minor leaks in the boiler room. Recently, however, the leaks became more regular with a small pool of water each day, necessitating a call to Reiner, the library's HVAC contractor. It was determined that the leak was connected to the humidifier which had blown some fuses causing leaks from the humidifier unit. The cost for repairs (installing one solenoid valve, one fill cap assembly, three fuses, all necessary piping and fittings to adapt to existing drain line, providing new insulation for the new piping, and refilling and checking the humidifier system once repaired) will be \$1,615. Reiner will order the parts and make the repairs.

An incident involving two teens caused significant damage to one of the library's outlets located in one of the wooden tables. It stemmed from a current TikTok challenge which involves putting something metal, like a dime, into a socket. This caused the outlet to spark and become damaged. No one was hurt in the incident and nothing else was damaged. The teens and their parents were spoken with. Director Latham is still waiting for the electrician to complete repairs and supply a bill. No message has been sent out to all parents yet, but signs were put up.

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Anthony Reganato moved one camera from the staff area to the Quiet Study Room on President's Day when the library was closed. He also provided the needed upgrades to add one more camera outside facing the gazebo; the new camera was installed outside. The installations enable views into areas of the library and grounds which were needed.

Three different vendors were contacted regarding repair of the ceiling tiles. Director Latham is waiting to hear back from Longo Construction which the library used in the past for this particular service to see if they can address the issue.

Ms. Newton again organized the Lunar New Year program which was held on Saturday, February 8<sup>th</sup>. There were approximately two hundred participants who enjoyed sixteen different traditional performances along with food from local restaurants and crafts. A Korean element was added this year, with performances by KTDOC, a Korean performance school from Palisades Park.

Ms. McAlear and Ms. Suarez have been working on doing more ESL outreach to the community and children, including some Spanish language story times and visits to Dater School.

Director Latham also noted recent library events such as the Chocolate Party for Kids, an After-Hours Concert and Open-Mic featuring The Westet on Friday, February 14<sup>th</sup>, an Introduction to Tea Blending on Thursday, February 20<sup>th</sup>, Disney and Pixar Teen Trivia on Monday, February 24<sup>th</sup>. Upcoming events include NJ Maker Day on Saturday, March 21<sup>st</sup>, an author visit by Ann Napolitano, who used to live in Ramsey, on Monday, March 30<sup>th</sup>, Remarkable Raptors on Saturday, April 18<sup>th</sup>, and the Sunday, April 19<sup>th</sup> concert featuring The Jim Saltzman Quartet.

The mini-golf fundraiser happened on Friday, February 28<sup>th</sup> and Saturday, February 29<sup>th</sup>. Thirty-seven local businesses sponsored the event, including \$7,100 in monetary sponsorships and thirteen businesses providing food or beverages. Ticket sales totaled \$2,000 for Friday and \$815 for Saturday. Two hundred twenty-nine people attended the event. Overall, \$9,915 was raised with \$3,578 in expenses for a total profit of about \$6,337. Friday night (\$30 per ticket) featured a wine/beer/food sampling with a variety of foods and desserts from local restaurants, along with beer from local breweries, Alementary and Defiant, along with wine from Santa Margherita Wines. Saturday's event (\$5 per ticket) featured snacks, dessert donations from local restaurants, crafts and give-aways for costumes.

Director Latham summarized his paternity leave proposal. He proposed taking a month and a week (five weeks approximately) of time following his child's birth. He has enough time via sick, vacation, personal, and floating holiday time in order to use paid

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compensation for this amount of time. He would like to keep an option open to take some additional time when his wife returns to her job. He provided pertinent information regarding staffing and library management, the physical plant, and events and programs. His Saturday shift in April will be handled by Danielle Cesena, a part-time Sunday librarian; she will be compensated at her current Sunday rate of pay. During Director Latham's weekly evening shift (Tuesdays), three staff members will be present (two at Circulation and one at Children's) between the hours of 6 p.m. and 9 p.m. He intends to complete some of his general work duties remotely and he expects to be at the April Library Board meeting. Upon motion by Mrs. Rennie, seconded by Mrs. Thompson, the paternity leave proposal for Director Latham was unanimously approved as presented.

Director Latham summarized the 2019 audit which was very good in terms of the accounting procedures and bookkeeping. There were two Comments, regarding the deposit of funds within a 48-hour period of receipt of those funds and the receipt of signatures from vendors on purchase orders. Both issues were reviewed, and policies and procedures will be put in place to alleviate the issues in 2020. Mrs. Rennie asked if the other BCCLS libraries utilize the vendors which do not sign the purchase orders; they do. Other numbers of note from the 2019 audit include a total income of \$1,241,000, total expenditures of \$1,267,164, a total revenue/deficit with a deficit of \$26,163, and net assets as of December 31<sup>st</sup>, 2019 of \$1,356,866. Upon motion by Mr. Bogaenko, seconded by Mayor Dillon, the 2019 audit was unanimously approved.

The library's microfilm machine, which is over thirty years old and has very limited use, has become non-functional without significant repairs. To repair and rebuild the current machine would cost between \$1,250 and \$1,450. Replacing the machine with a rebuilt machine would cost \$2,950. The library currently has about forty rolls of microfilm, all of the Ramsey Journal. These rolls were digitized in 2007 and 2008 by Innovative Document Imaging at a cost of \$12,125 but only a portion of the digitized collection is in the library. Hopefully, Innovative Document Imaging will have a stored copy of those files and will be able to provide that for minimal cost. It was suggested that a policy be established for the borrowing of such an item. An online database of the digitized materials can be created that will be freely and easily accessible on the library's website. It was also noted that the machine takes up floor space which could be better used for another purpose. Upon motion by Mr. Bogaenko, seconded by Mrs. Thompson, removal of the microfilm machine was unanimously approved.

Director Latham distributed the 2019 Annual Report and the 2019 Budget Review which were discussed.

There were eleven hours of overtime in February.

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**Consent Resolution:** None

**Public Comment:** None

**Unfinished Business:** None

**New Business:** The Ramsey Library will not be pursuing funds from the current New Jersey Library Construction Bond Act.

Regarding coronavirus, cleaning of the library during the weekend will be added to the five-day service. The cost is estimated to be \$65 to \$70 per day. The toys in the library will be removed.

Patrons will be able to complete the 2020 Census at the library.

At 8:35 p.m., the meeting was closed on motion by Mrs. McCaskey, seconded by Mrs. Thompson, and passed.

