

Ramsey Free Public Library

Meeting of the Board of Trustees March 11, 2019

The March meeting was called to order at 7:33 p.m. by Mrs. Martin with the reading of the public meeting law. Also present were Mr. Bogaenko, Mayor Dillon, Mrs. FitzPatrick, Mrs. Knauss, Mr. Phelan, Mrs. Rennie (arrived at 7:36 p.m.), Mrs. Tuntigian, Trustees, and Director Latham. Mrs. Ohnegian, Mrs. Thompson, and Councilwoman Jachzel were absent. The minutes of the February 11, 2019 meeting were accepted as received on motion by Mrs. Knauss, seconded by Mr. Phelan, and passed.

Correspondence: None

Library Board Members Comments: Mayor Dillon reported that the borough budget was introduced on Wednesday, February 27th. Final approval is scheduled for Wednesday, March 27th.

Treasurer's Report: Mr. Bogaenko reviewed the balance sheet, profit and loss, and the budget report for February, 2019. He noted that the \$631,113.87 in the TD checking account might be moved to a cash management account to get a higher interest rate. The 2019 budget proposal is close to completion and should be available at the April meeting. There will be some shifting of budget items. 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. Upon motion by Mayor Dillon, seconded by Mrs. Rennie, 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 fifty-nine programs attended by 881 patrons.

Director Latham has added more detail to the statistics portion of the director's report, including circulation numbers by category, so that there will be better tracking from month to month. He also added circulation statistics for laptops, hotspots, museum passes, and items from the new Tech Lending program.

The annual Chinese New Year celebration on Saturday, February 23rd, was a big success with more than two hundred in attendance. Mrs. Newton spearheaded the event for the library; it was live streamed on a screen near the teen area and also on the library's Facebook account.

The Ramsey Reads Author Visit on Wednesday, February 27th, featured Susie Orman Schnali, author of "The Subway Girls." There were fifty-five people in attendance. Director Latham is looking into enhancing the library's streaming abilities so that Skype can be used for author events.

Double Digits and Teen Café both continue to be well attended.

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Steffen Kaplan, a Ramsey resident, presented “Best Practices for Smartphone Photography,” on Tuesday, February 26th. Thirty people were in attendance at the library and six more watched online since the event was live streamed.

The Tech Lending program officially launched in February. To advertise the program, a brochure was created, and announcements appeared in the March newsletter and on Facebook and Instagram. The new equipment will be utilized in upcoming classes and events, most notably during the upcoming NJ Makers Day event on Saturday, March 23rd, highlighting science, technology, engineering, art, and mathematics (STEAM). The equipment is stored in lockable cabinets in the children’s room. Monthly open makerspace times will soon be offered. The library’s gaming programs will soon be enhanced with new gaming console offerings.

New nature and animal education programs are being researched. The overall program offerings are being restructured and enhanced with new additions.

Makerspace Outreach to Smith School will begin in April.

The meeting of the library board’s pre-meeting executive committee was held on Thursday, February 28th, with Mrs. FitzPatrick, Mrs. Martin, and Mr. Phelan in attendance. Topics discussed were the library’s Strategic Planning process and the recommendation regarding Pascack Data Services.

Director Latham enumerated the process for creating and completing the strategic plan which will include various analyses, interviews, and surveys, leading to conclusions, goals, and eventually a final document. He completed a similar process in Leonia. Surveys could be done on Ramsey Day. Mrs. Rennie noted that she had given a presentation about strategic planning about fifteen years ago. Children and students should be included in the process.

Regarding the generator, PSE&G checked the gas levels/flow, and everything is within normal parameters. The final repairs can now be made.

Director Latham and Assistant Director Elwell continue to work with Ben Friedman of Village Marketing on the new website. The content is complete; final decisions will be made regarding fonts, colors, and photo. The launch of the website is coming soon.

There were thirteen hours of overtime in February.

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Director Latham spoke with Superintendent of Schools Murphy regarding the panic button. Panic buttons have been installed at the schools by Eastern Datacomm. They offer three different packages for panic button installation. A rough price for the second-tier package ranges from \$15,000 to \$20,000. A panic button at the library will be re-visited at a later date.

Director Latham showed the trustees one of the large display pieces from the children's room. He would like to offer the two pieces to other BCCLS libraries to free up space in the children's room.

The new delivery system, being implemented by BCCLS, is expected to begin no later than June. The BCCLS office is moving to a new location on Route 208. There has been discussion among the BCCLS membership about how best and more equitably to distribute the annual \$150,000 Bergen County grant.

Director Latham is researching a formal technology capital improvement proposal. He presented phase 1 which centered around Pascack Data Services. His recommendation is to move away from PDS completely and to have BCCLS add all of the Ramsey's staff and public computers onto the BCCLS network which would include management services, secure remote servers, Envisionware, DeepFreeze, anti-virus software, and integration with Polaris and library-based software. This move would save approximately \$9,500 annually. In speaking with PDS, he was told that the library owes them \$2,470 due to additional support time which has never been paid for; Director Latham will further research that claim. Upon motion by Mrs. Martin, seconded by Mrs. FitzPatrick, and approved unanimously, the Ramsey Library will drop Pascack Data Services and move forward with the BCCLS network.

At the February meeting, there was discussion about expansion of the Casual Friday program from the current one Friday to every Friday. Director Latham shared a public version of the dress code policy as well as the general dress code guidelines for the library staff. Upon motion by Mrs. Martin, seconded by Mrs. Rennie, a trial run for the Casual Friday program, from May through August, was unanimously approved. Following the trial run, the policy will be re-visited.

Director Latham shared a draft of a weather closing policy which was discussed. He noted that the policy had also been brought up during the February 28th executive session. Upon motion by Mrs. Martin, seconded by Mayor Dillon, the Weather Closing Policy was unanimously approved as amended. A separate policy for the generator will be developed.

Director Latham shared the summary of the major items agreed upon through the union contract negotiations as developed by Borough Administrator Vozeh. The summary was

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discussed. The library page salaries will go up due to the new minimum wage. For new hires after January 1, 2019, Saturday is part of the regular work week schedule. Upon motion by Mrs. Martin, seconded by Mr. Phelan, the three-year union contract (January 1, 2018 through December 31, 2020) was unanimously accepted as negotiated.

Mrs. Rennie asked about the accessibility of the supplies which are stored in the shed when there is snow.

Consent Resolution: None

Public Comment: None

Unfinished Business: None

New Business: None

At 8:28 p.m., the meeting was closed on motion by Mrs. Knauss, seconded by Mrs. Rennie, and passed.