

Ramsey Free Public Library

Meeting of the Board of Trustees June 10, 2019

The June meeting was called to order at 7:30 p.m. by Mrs. Martin with the reading of the public meeting law. Also present were Mr. Bogaenko, Mrs. FitzPatrick, Mrs. Knauss, Mrs. Ohnegian, Mr. Phelan, Mrs. Rennie, Mrs. Thompson, Trustees, Councilwoman Jachzel, and Director Latham. Mayor Dillon and Mrs. Tuntigian were absent. The minutes of the May 13, 2019 meeting were accepted as received on motion by Mr. Phelan, seconded by Mrs. Rennie, and passed.

Correspondence: Assistant Director Elwell was present with a communication from the library staff. They would like to thank the library board for hiring Director Latham for myriad reasons which she enumerated.

Library Board Members Comments: None

Treasurer's Report: Mr. Bogaenko reviewed the balance sheet, profit and loss, and the budget report for May, 2019. He is researching the online version of QuickBooks. Currently the budget is on target. Mr. Phelan asked about the purchase of two books, one for Bergenfield and one for Mahwah, which were replacement books for those which had been lost. Upon motion by Mrs. Martin, seconded by Mrs. Knauss, approval to pay the May bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: In May, there were seventy-seven programs attended by 887 patrons.

The library board's pre-meeting executive committee did not meet prior to the June meeting. The committee will meet during the summer to discuss pertinent issues.

There have been some problems with the scheduled pick-up of the recycling and trash from the library's dumpsters. The book sale led to overflow recycling. Director Latham will coordinate with the borough and DPW prior to the next book sale.

At times the boiler has failed to turn on, leading to the need to restart the boiler. Reiner recommended replacement of the ignitor and flame sensor which will be done.

The library is working with DPW for assistance with installation of the fountain, installation of door jams for the community room, and some minor outdoor repairs. The DPW has already provided some parking lot patches.

May's programming included the library's regular monthly offerings as well as a Ramsey Reads Author Visit, Strictly Sinatra concert, the 1990s Trivia Night, and workshops regarding becoming a United States citizen and learning how to use Google Drive and Docs. Mrs. Rennie provided some feedback regarding the Sinatra concert.

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Ms. Burnette (one day), Ms. Suarez (one day), and Director Latham (two days) attended the NJLA conference during the last week of May. New ideas and materials from the workshops and panel discussions were brought back to Ramsey.

The new delivery service began on Monday, June 3rd. The transition period will have operation of both the LLNJ-based delivery service and the new BCCLS delivery service. It is expected that the BCCLS-based service will be the only service by mid-June. The library staff has been trained on the new procedures which should save a lot of time. During the library's summer clean-up, the material in the shed will be looked at too.

Regarding the New Jersey construction bond, the state library provided an update to the process on Wednesday, May 1st. Director Latham submitted a questionnaire which included some of the possible projects from the recent five-year capital improvement plan. He has been told that the full application details will be available in the fall/November.

Director Latham provided details for the LibraryCON event which is scheduled for Saturday, July 20th from 11 a.m. to 2 p.m. The Co-CEO of Archie Comics, Nancy Silberkleit, will be a featured guest as will Michael Rex, author of *Goodnight Goon*. An original DeLorean will be on display in the parking lot. There will be a costume contest, Superhero crafts and activities, and a gaming room with video and board games. Overflow parking will be at the Lutheran Church.

The staff training on Friday, June 5th was very productive. The Friends of the Ramsey Library paid for both breakfast and lunch.

Regarding the tech upgrades for the library's capital improvement plan, BCCLS will be installing all of the new desktop computers on Monday, June 10th and Tuesday, June 11th which includes two patron desktops and two staff desktops. There will be a switch to all BCCLS-based machines in the library. The wiring for the project will be completed shortly. There will also be new widescreen monitors, new receipt printers, and digital scanners for the public service desks. A new switch will increase the capacity of the BCCLS network for adding new items in the future. All computers, desktops and laptops, will include Microsoft Office 2019. The new laptops are being set up and updated. Security software as well as Office was purchased at a discount from TechSoup, which provides donated and reduced cost products and software to libraries, schools and other educational organizations. Director Latham is working on improvements to the Wi-Fi signal strength. New access points have been wired and mounted in the community room and the quiet study room. During the process, he will be assisted by JerseyConnect tech personnel with remote installation of new equipment. The new staff and public printers have arrived and will soon be operational. The new print release station will be installed by Envisionware on Monday, June 17th. The A/V

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equipment and charging stations will be ordered by mid-June and should be operational by early July.

Director Latham presented the Notary Service Policy for board consideration. The policy had been sent to Borough Attorney Scandariato for review. Upon motion by Mrs. Rennie, seconded by Mrs. Ohnegian, the Notary Service Policy was unanimously approved. Mona Patel is the only staff member who is also a notary. Publicizing of the policy will be forthcoming.

Director Latham shared the details regarding the elimination of fines for all children's and teen materials during summer reading. Once summer reading is done, the pilot program will be assessed. He estimated the fine elimination would mean approximately a \$1,000 to \$2,000 loss of revenue to be weighed against added patron satisfaction and a positive impact on circulation. Upon motion by Mrs. Martin, seconded by Mrs. Rennie, the fine-free summer policy was unanimously approved.

The library was a polling site for the June election, and everything went well. All of the minor kinks will be worked out by the November general election.

A Ramsey Girl Scout Troop has asked to plant milkweed on library grounds; the milkweed will attract monarch butterflies. The troop is working with the borough's Environmental Commission/Green Team to earn their Bronze Award. The group has already planted milkweed at Finch Park. The space needed on library grounds for the planting and the accompanying signage is minimal. Director Latham indicated that he will work with the Girl Scouts, the Environmental Commission, and DPW regarding the initial planting and future care of the plants. Upon motion by Mrs. Martin, seconded by Mrs. Thompson, the planting of milkweed on the library grounds, with the necessary specifics to be determined, was unanimously approved.

Director Latham introduced an issue with the library budget and part-time hours with the part-time hours being significantly overbudget. He shared the information which he has researched and indicated that he needs to see more pertinent numbers. He is working with Mr. Scandariato and Borough Administrator Vozeh. He will have recommendations by the September meeting as he works to develop a sustainable budget by January, 2020.

There were 20 hours of overtime in May.

Consent Resolution: None

Public Comment: None

Unfinished Business: None

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New Business: The July meeting is cancelled. At this point, the August meeting will be held as scheduled.

At 8:37 p.m., the meeting was closed on motion by Mrs. Martin, seconded by Mrs. Ohnegian, and passed.