

Ramsey Free Public Library

Meeting of the Board of Trustees August 10, 2020

Due to COVID-19 restrictions, the August meeting was held via Zoom. The 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, Mayor Dillon, Mrs. FitzPatrick, Mrs. Knauss, Mrs. McCaskey, Mr. Phelan, and Mrs. Thompson, Trustees, Mrs. Thorp, replacement for Mr. Phelan, and Director Latham. Mrs. Ohnegian, Mrs. Rennie, and Councilman Gutwetter were absent. The minutes of the July 13, 2020 meeting were accepted as received on motion by Mrs. Martin, seconded by Mr. Phelan, and passed.

Correspondence: A letter regarding her upcoming retirement was received from Geri Cassella.

Library Board Members Comments: Mayor Dillon noted that Mr. Venturini has been handling submission of expenses for federal funds.

Treasurer's Report: Mr. Bogaenko had provided the July financial reports which he reviewed. At this point, the budget is tracking, and nothing is markedly off-base; adjustments will continue to be made to the budget. A payment was made to BCCLS. Refunds are coming in for various magazine and newspaper subscriptions. The many re-start expenses will be submitted for federal funds; Ms. Patel has established a separate account for those expenses. One of the bequests will be used for the phone upgrade. Director Latham pointed out some items from the bill list including \$2,700 for sneeze guards, the phone upgrades, and the upfront bulk purchase of PPE. Director Latham asked if the borough is purchasing masks which the library can also have. Upon motion by Mr. Bogaenko, seconded by Mrs. McCaskey, approval to pay the July bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: Thus far this summer the library has focused on multi-part classes such as Introduction to Guitar, painting and drawing classes, pottery classes, cooking classes, computer coding classes, jewelry making, animation classes, songwriting classes, and take-home crafts. There were seventy programs in July with 659 registrations.

A Friday evening jazz concert featured professional jazz musicians, complete with high quality video and sound production. Active viewers at concert-time numbered forty-five and there have been 1,600 views since the live show. This event will serve as the model for the fall.

Director Latham created and ran a virtual escape the room event for adults. Over thirty people participated, and the feedback was excellent. He will post it on the website for everyone to enjoy.

Ms. Burnette, Ms. Suarez, and Director Latham are working on the fall programs all of which will be virtual. There are a lot of hold requests which are being filled.

The software which would allow the library to create an online catalog for its Tech Lending Items and Unique Lending Items including STEM kits, WiFi Hotspots, board games, game consoles, stud-finder, mini-projector and screen, bird watching kits, backyard games, and more is now available. Therefore, patrons are able to search through a catalog of the special lending items, see what is available or checked out, and place holds on items for pick-up. Jeff Hoffman is the main staff member who is working on all aspects of the project with Director Latham.

Samantha Conklin and Sami Shannon, two of the library's pages, are leaving the library. Both went above and beyond their assignments while at the library. They were given gift cards as a token of appreciation for their service.

Ramsey Free Public Library

Meeting of the Board of Trustees August 10, 2020

Reimbursement for COVID-19 expenses is being handled through the borough via Ralph Venturini/OEM, not through the library independently. It is not certain what items will be accepted, but any reimbursement will be beneficial. Approximately \$9,207.14 has been spent; FEMA will reimburse seventy-five percent. A donation of PPE has been received from Home Depot.

Moving into the fall, Director Latham had expected to look at possible next phases of reopening for the library. Because of several factors/circumstances, including Governor Murphy's rollback of some indoor capacity numbers and the unpredictable impact of the reopening of schools, the library will maintain the status quo. The library may be open for some hours on Saturdays and Sunday beginning in September.

During Tropical Storm Isaias, the outdoor charging station worked very well.

A minor HVAC repair was made since certain rooms in the library were unable to get to lower temperatures.

Several of the motion detector light bulbs are out in both bathrooms as well as some random bulbs in the library. The electrician will be in during the week of August 10th to make repairs.

The ceiling tiles that were damaged by the recent HVAC flooding have not yet been repaired. The library is now working with its third contractor regarding this issue, Ryan Roettger, who was recommended by the Glen Rock Public Library. There is a proposal to complete the work and also to order new tiles for the library, which are of a custom design. The work will be scheduled once the ordered tiles arrive.

The inner sliding door became inoperative at the end of July. Since the library has an annual maintenance contract with ASSA-AMBLOY, the door was repaired at no additional charge.

On Friday, July 10th, Drewes Plumbing performed repairs in the public bathrooms to fix some minor leaks in the piping. Since they are retiring, they provided recommendations for other plumbers. Following research and information from other libraries, RJP Plumbing was selected as the library's new plumber.

On Thursday, July 23rd, Johnson Controls performed their annual service inspection in preparation for the library's annual fire inspection. The report which they prepared with recommendations for items which needed repair did not get to the library prior to that annual inspection which was done approximately a month earlier than usual this year. The items which were mentioned include an in-depth five-year sprinkler inspection, a fire alarm test, replacement of both a lightbulb above the fire department connection and the faded FDC sign, and repainting of the fire lanes in the parking lot. All of the items will be addressed as soon as possible.

Director Latham shared the draft of the Library of Things Policy, formerly the Tech Lending Program, which was discussed. Some temporary rules during the COVID-19 pandemic were also included. Mayor Dillon indicated that the policy should be run past Borough Attorney Scandariato. Upon motion by Mr. Phelan, seconded by Mrs. McCaskey, the Library of Things Policy was unanimously approved, pending approval by Mr. Scandariato.

As indicated in Correspondence, Geri Cassella will be retiring from the library as of Tuesday, December 1st. She has worked at the library since 1980. Director Latham will recognize her work for the library at the September board meeting.

Ramsey Free Public Library

Meeting of the Board of Trustees August 10, 2020

Consent Resolution: Upon motion by Mrs. Martin, seconded by Mrs. McCaskey, Consent Resolution 2020-2, Jeff Hoffman's promotion from Page to Library Assistant, at a rate of \$16.50 per hour as established in the Union contract, beginning on Monday, August 17th, was unanimously approved. His work hours will remain the same.

Public Comment: None

Unfinished Business: Mr. Phelan is moving from Ramsey to Massachusetts and will be resigning from the Library Board, effective September 1st. Christine Thorp, his replacement, will be appointed at the end of August. Mr. Phelan indicated that he could still attend meetings if they are held via Zoom; Mayor Dillon will appoint him as a board member emeritus.

New Business: None

At 8:08 p.m., the meeting was closed on motion by Mrs. Martin, seconded by Mrs. Knauss, and passed.