

Ramsey Free Public Library

Meeting of the Board of Trustees January 9, 2023

Mrs. Martin continued the January meeting, beginning at 7:46 p.m., immediately following the Annual Meeting. Also present were Mr. Bogaenko, Mayor Dillon, Mrs. FitzPatrick, Mrs. Knauss, Mrs. McCaskey, Mrs. Ohnegian, Mrs. Rennie, and Mrs. Thorp, Trustees, Councilman Gutwetter, and Director Latham. Mrs. Palchisaca was absent. The minutes of the December 12, 2022 meeting were accepted as received on motion by Mrs. Rennie, seconded by Mrs. McCaskey, and passed. The minutes of the Executive Session (December 12, 2022) were accepted as received on motion by Mrs. Knauss, seconded by Mrs. McCaskey, and passed.

Laura Berwind was present via Zoom to discuss the HVAC modifications, with a potential timeline and phasing. Since the existing AC units on the roof need to be removed first, the project cannot be completed during the cooling season if the goal is to minimize the closing of the library. So ideally the project should happen in October/November to get past the cooling season but still have good weather for re-roofing. Prior to the actual construction period, the contractor will need six months to order the rooftop units and fabricate the new steel they will sit on. Option one would take seven weeks, with three weeks of a fully closed library. Option two would take ten weeks, with no full closure. There will be one general contractor and several subcontractors (steel, roofing, carpentry, temporary protections). The project needs to be awarded by the end of March so bidding should happen in January in order to give the borough time to review the bids and award the project. The ultimate use of the parking lot will be determined. The staff could work during the HVAC work, providing a COVID-type service. Bathroom accessibility was discussed. Typically, the workers will be on-site from 7 a.m. to 3 p.m. Tents could be utilized as well as the community center and possibly the Lutheran Church. Director Latham will contact the necessary people from borough hall, including Borough Engineer D'Agostaro, Borough Attorney Scandariato, and Borough Administrator Vozech for necessary assistance. He will consult with Mr. D'Agostaro and Mr. Venturini of OEM for safety protocols and will develop a staff plan. The cost for the project is estimated at \$500,000, slightly more if the library is not closed. Bequest funds may be used to pay for the project.

Correspondence: None

Library Board Members Comments: Mayor Dillon thanked everyone for serving as Library Board trustees for another year.

Treasurer's Report: Mr. Bogaenko had forwarded the financial reports for December which were reviewed. He noted that for the most part the budget stayed on track and there were no big surprises. Interest was up. Utilities came in under budget while service contracts and repairs and maintenance were over budget. Upon motion by Mrs. Martin, seconded by Mrs. McCaskey, approval to pay the December bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: In December, there were forty-four events, with a total of 568 attendees.

Ms. Newton's YouTube craft videos continue to be very popular. Her holiday wreath making video had forty-seven views in December. Director Latham noted that her Macrame Square Coasters video has had over 33,000 views.

Strength training for seniors has been well-attended with 108 people attending three virtual sessions in December.

The Deni Boney Sunday Concert had only fifteen people in attendance. Director Latham is going to try to build

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up increased awareness of the Sunday concert program. Attendance at the upcoming spring concerts should indicate the popularity of the Sunday concert program.

Fifteen people participated in the *Friends* trivia night in December. Director Latham's goal is twenty to thirty attendees per trivia night. Going forward, trivia nights will be offered every two months instead of every month, alternating with the new family game nights. In January, there will be a *Bluey* trivia night.

Director Latham thanked the board once again for the staff training day as well as the holiday party. Courtesy of Steve Ahlstedt from the borough, the staff received basic training on CPR, use of the AED machine, and what to do in situations like slip and falls. There is interest in setting up full CPR certification classes for staff in the beginning of 2023. In addition, the staff went over Mango Languages, reviewed the new BCCLS catalog, and reviewed a number of policies and procedures from different departments.

The Library of Things collection is expanding once again. This involves adding some new shelving and moving things around. Three dozen new board games were added to the collection, ranging from classic family games to in-depth strategic games.

During the month of December, viewing of the World Cup games was available near the library's "trees."

Following the World Cup, a "crackling fireplace" was then available in that space. Free cups of hot cider were served all month long for patrons as a special treat.

A significant number of CDs are being weeded out of the collection since CD circulation is rapidly going down and the space can better be utilized for other purposes such as expansion of the DVD collection to make that collection easier to browse. Other options for the space are being considered.

Ms. Newton is planning the next Lunar New Year celebration, the first in-person observation of the event since the pandemic. On Saturday, January 28th, from 1 to 4 p.m., a traditional performance, crafts for children, and traditional foods will be featured.

On Saturday, February 11th, from noon to 3 p.m., Winterfest will return for a second time, complete with fire pits, S'mores, hot pretzels, hot cider, and hot chocolate. There will be family activities and music. There will be no ice carver since the charge was \$2,500.

NJ Makers Day is scheduled for Saturday, March 25th, from noon to 3 p.m.

The Kids Winter Writing Contest, for fourth and fifth graders, is scheduled between Monday, January 30th, and Friday, March 3rd. Participants will submit small writing samples with winners being announced on Monday, April 17th. There will be first, second, and third place prizes for those winners.

New gutters will be installed as a temporary solution for the outside awning.

Some preliminary estimates and proposals have been received from Soyka Smith. There should be time to do various pieces of the project such as the wallpaper, the children's room, and the center area during or around the

HVAC project. The next step is to set up a meeting of the interior design committee of the library board along with representatives from Soyka Smith to go over the proposals in detail.

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Regarding the landscape redesign project, estimates for the full project as well as pieces of the project should be available soon. At that point, the committee will meet again to discuss the new information.

If any board members have changes for the 2023-2026 Strategic Plan, those changes should be submitted to Director Latham in writing. Approval of the strategic plan will be voted on in February.

Director Latham noted that Assistant Director Elwell has announced her retirement to the staff.

Consent Resolution: None

Public Comment: None

Unfinished Business: None

New Business: None

At 8:36 p.m., the meeting was closed on motion by Mrs. Martin, seconded by Mrs. Knauss, and passed.

