

Ramsey Free Public Library

Meeting of the Board of Trustees February 13, 2023

The February 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. McCaskey, Mrs. Ohnegian, Mrs. Palchisaca, Mrs. Rennie, Mrs. Thorp, Trustees, Councilman Gutwetter, and Director Latham. Mayor Dillon was absent. The minutes of the January 9, 2023 meeting were accepted as received on motion by Mrs. McCaskey, seconded by Mrs. Martin, and passed. The minutes of the Annual Meeting (January 9, 2023) were accepted as amended on motion by Mrs. Martin, seconded by Mrs. Rennie, and passed.

Correspondence: None

Library Board Members Comments: Mrs. Rennie shared her very positive comments about the Lunar New Year celebration. Mrs. Knauss noted that the WinterFest was also a wonderful event.

Treasurer's Report: Mr. Bogaenko had forwarded the financial reports for January which were reviewed. Interest has gone up quite a bit. One month in to 2023 there is not much to comment on regarding the budget. The full BCCLS bill has been paid. Director Latham, Mr. Bogaenko, and Mrs. Martin will meet about the capital projects. Upon motion by Mrs. Martin, seconded by Mrs. McCaskey, approval to pay the January bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: In January, there were fifty-seven events, with a total of 1,616 attendees.

This year's Lunar New Year celebration on Saturday, January 28th, was the first that was in-person since the pandemic. Ms. Newton was the main organizer of this event. The day featured traditional music and dance performances by a variety of different groups and is available on the library's YouTube channel. Other activities included a scavenger hunt, solving riddles for prizes, calligraphy, crafts, and an assortment of packaged foods; 250 people attended the event in person and another 160 watched online. A full class of high school students came from Paterson to attend the event and watch the performances.

Tween Zone is another event held for the first time in person since the pandemic and 120 students attended which was a larger group than was anticipated. At the library they enjoyed an assortment of foods, played video games and board games, and had fun with other activities.

Director Latham ran a Family Trivia Night with the topic of the children's show, *Bluey*. There were forty-five people in attendance. Feedback was excellent, and more family trivia nights will be planned.

Jen Crandall, a Ramsey resident, suggested a Day of Service event at the library to commemorate Martin Luther King Jr. Day. The twenty-four children who attended decorated a lunch bag which was then filled with food and snacks and delivered to homeless people living in Paterson.

In addition to the large Lunar New Year event, Ms. Newton led adults in making dumplings at the library.

Baby Storytime with Ms. Galda continues to be very popular, with seventy-eight people attending three sessions in January.

The Sunday concert for January with thirty-six people in attendance featured The Karl Latham Trio. The Friends of the Ramsey Library sponsor the Sunday concerts, donating \$2,250 to cover the costs of the January

to May concerts. The February 19th concert has a wait list. Director Latham will discuss plans for the summer and fall concerts with the FORL.

Ramsey Free Public Library

Meeting of the Board of Trustees February 13, 2023

Vanessa Mooradian, who runs the library's ESL program, was recently added to the executive board of the Literacy Volunteers of Pascack Valley. The library has over twenty one-on-one volunteers and a weekly conversational ESL class during the day. Another conversational ESL class in the evening will be added for people who cannot attend during the day for roughly the same amount as the library was paying for just one class a week. Ms. Mooradian is also working with the volunteer organization and other libraries to offer citizenship classes that would rotate between libraries.

The Junior Woman's Club, an annual donor, donated \$700 to the library to be used at the library's discretion.

Director Latham would like to restart the laptop lending program, but the current selection of laptops is rather old and is still being used by the staff. Consequently, there is a need to acquire new laptops and configure them for lending purposes. Director Latham would like Deep Freeze software installed which would allow for extra protection against viruses and hacking plus provide privacy protection as well as allow the library to issue updates and configure all of the laptops from one single laptop. Danielle Cesena, the Sunday Librarian, is the full-time Tech Librarian at the Livingston Library and recently set up a brand-new lending program for them.

She is currently working on a proposal for Ramsey to present to the library board which would include seven Windows-based laptops, one of which will be the staff control laptop, and possibly two Apple laptops for lending. Ms. Cesena will be paid a little extra to work on the project.

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

A Glow in the Dark Egg Hunt will take place on Saturday, April 1st, from 11 a.m. to 3 p.m.

The Ramsey LibraryCon is scheduled for Saturday, May 13th, from noon to 3 p.m.

The HVAC replacement project is out for public bid, with special notices provided to the library's existing HVAC companies (Reiner and Armistead) as a courtesy. By the end of March, it is hoped that the bids will have been reviewed by the borough, borough attorney, architect, and engineers, and a contractor selected. At that time there should be a better idea of the expected dates for work completion. Then Director Latham and the staff can begin planning how to provide services, programs, and collection access during the construction process. That would include the FORL's fall book sale which might need to be rescheduled or relocated.

Director Latham met with Soyka Smith, Ally of Soyka Smith and several flooring and painting contractors they work with. As the building was toured, project details were discussed. Director Latham is waiting for more accurate estimates for each piece of the interior design project as well as for the whole project. He also met with Soyka Smith, Ally, and Laura from Goldstein to discuss coordination of the projects. The estimates will then be reviewed in combination with the HVAC project and the remaining reserve funds to decide what the next steps will be.

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.

Mr. Bogaenko asked about the progress with the security system. It is halfway installed by Anthony Reganato.

Since the winter weather has been so mild, no further temporary work on the outside awning structure will be done. That leaves a long time to develop a permanent solution.

Ramsey Free Public Library

Meeting of the Board of Trustees February 13, 2023

Upon motion by Mrs. Knauss, seconded by Mrs. McCaskey, the amended Strategic Plan, 2023-2026, was unanimously adopted. It will be posted as a PDF.

Mrs. Martin signed the requested agreement form from Botta Angeli, LLC which makes their hiring fully official. Natalia Angeli initiated a review of the library's by-laws. She suggested that the board members review the by-laws in preparation for a vote at the March meeting. Director Latham provided two documents in the monthly packet, one a redlined copy of the by-laws and the other a copy with the proposed changes included.

Upon motion by Mrs. Martin, seconded by Mrs. FitzPatrick, four training days during the year were unanimously approved. Two of the training days will be full-day closures and the other two will be half-day closures in the spring and fall on a Friday morning with the library opening at 1 p.m. The first half-day closure is scheduled for Friday, March 24th.

Consent Resolutions: Upon motion by Mrs. Martin, seconded by Mr. Knauss, Consent Resolution 2023-1, the hiring of Megan Newton as Library Page, at a rate of \$14.13 per hour, for eight hours per week, beginning as soon as the paperwork is finalized, was unanimously approved.

At 8:12 p.m., the meeting moved into executive session on motion by Mrs. Martin, seconded by Mrs. McCaskey, and passed.

Public Comment: None

Unfinished Business: None

New Business: Upon motion by Mrs. Martin, seconded by Mrs. Ohnegian, approval to post the teen/technology librarian job, with a salary of \$60,000, was unanimously approved.

At 8:32 p.m., the meeting was closed on motion by Mrs. McCaskey, seconded by Mrs. Ohnegian, and passed.

