

Ramsey Free Public Library

Meeting of the Board of Trustees June 13, 2022

The June meeting was called to order at 7:49 p.m. by Mrs. Martin with the reading of the public meeting law. Also present were Mrs. Fitzpatrick, Mrs. McCaskey, Mrs. Palchisaca, and Mrs. Thorp, Trustees, Councilman Gutwetter, and Director Latham. Mr. Bogaenko, Mayor Dillon, Mrs. Knauss, Mrs. Ohnegian, and Mrs. Rennie were absent. The minutes of the May 9, 2022 meeting were accepted as received on motion by Mrs. Martin, seconded by Mrs. McCaskey, and passed. The minutes of the Executive Session (May 9, 2022) were accepted as received on motion by Mrs. McCaskey, seconded by Mrs. Thorp, and passed.

Correspondence: A thank you was received from Catherine Galda.

Library Board Members Comments: None

Treasurer's Report: Due to the absence of Mr. Bogaenko, there were no financial reports to review. Upon motion by Mrs. McCaskey, seconded by Mrs. Fitzpatrick, approval to pay the May bills was unanimously passed.

Director's Report: Director Latham began his report with a summary of the status of the library's main systems and physical plant items. He will be working with DPW to patch the small hole in the ceiling which may be responsible for the leak in the community room.

There have been several issues with the HVAC. A loud clicking was heard in the staff area which led to the replacement of a VAV controller which was done by Armistead. Additionally, the boiler was running into errors and shutting down at night. Since the system requires the boiler to always be running to combat the moisture in the building, the result was issues with proper heating and cooling. Reiner fixed that issue. As part of the maintenance visits from Reiner, it was ascertained that a CA-2 contactor needed to be replaced and powerwashed. The cost for all of the aforementioned work was over \$2,000.

The outdoor handrails will be repainted by DPW.

The outdoor fountain required some additional repairs which were completed by DPW. It should be totally functional for the remainder of the season but its replacement in the future is something to be researched.

The gazebo also needs to be restored.

A work order with 24/7 Maintenance includes conversion of the grate above the circulation desk to a normal ceiling tile, fixing the back door which seems to slightly stick open and not fully close unless pushed closed, fixing several door jams in the building, repairing where the carpet meets new flooring by the Circulation Desk, replacing several ceiling tiles, and making minor repairs to several chairs.

Regarding the Strategic Plan, eleven interviews have been completed. There have been approximately 200 community survey responses. Director Latham has begun work on the research portion of the planning process, including reviewing Ramsey demographics, analyzing the library's budgets/collections/staffing/statistics, and reviewing contemporary library trends. When those elements are completed, all of the data will be reviewed with the library's department heads and the library board executive committee and work will be done, drafting conclusions from the data and creating organizational goals and methods for measuring success. A draft of that report will be

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brought to the full library board in September for review, discussion, and any potential changes. A finalized plan will then be completed and used as a guide.

Director Latham will be working with DPW to address the issue with the outdoor awning leak and freezing that happens during the colder weather. If DPW cannot fix the problem, Director Latham will work with a landscape architect. Additionally, he has been looking into upgrades to the library's outdoor space. Elements which have been discussed include repairing the existing structures such as the gazebo and the planters, increasing the amount of available outdoor storage space, creating an outdoor program space, improving the outdoor seating, and adding small amenities such as outdoor changing stations.

The brochure for the Summer Reading program, "Oceans of Possibilities," was designed by Mr. Hofmann. Director Latham presented a full listing of all events that are planned for Summer Reading, including the Summer Concert series, to the Friends of the Ramsey Library. They were very impressed with the slate of programs and decided to fund the Summer Reading program at a higher level than they have ever done before, \$11,500. This will cover the costs of all of the summer reading programs, prizes, and the summer concert series. He shared the themes (pool theme, spa day theme, movie night at home, pasta night theme, sports theme, art basket theme, men's basket) for the custom prize baskets. For every five items checked out of the Ramsey library, adult patrons will receive a raffle ticket for one of those baskets. The FORL also funded the return of the Museum Pass Program with a donation of \$2,825 to restart that program. Director Latham and Assistant Director Elwell have completed all of the necessary work to get the program up and running.

The library will be participating in the new resident mixer at the municipal pool on Tuesday, June 14th.

The June art exhibit by artist Karen Waller is part of the Arts Amble 2022 series.

Chick hatching was provided by Quiver Farms between May 12th and May 20th. All twelve of the eggs hatched. One hundred thirty-six watched via the library's live stream and there were at least sixty-six visitors to the library to see the chicks.

Director Latham, Ms. Burnette, Mr. Hofmann, and Ms. Suarez attended the in-person NJLA annual conference. Director Latham attended a workshop featuring a company that could redesign the "tree space" in the library.

The library hosted its first indoor concert since the pandemic began. Martin Pizzarelli, Karl Latham, and Hyuna Park performed to a packed room with forty-six people in attendance. Director Latham is working on a schedule of monthly Sunday concerts in the fall.

Jamie Novak provided a decluttering virtual presentation, with thirty-four people attending. A weekly virtual strength training series for seniors had 146 participants in the four May sessions. The series will continue through the summer and probably into the fall.

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The first in-person trivia night since the pandemic began had a theme of 1980s movies. Thirty people registered for the event but only a handful actually attended the event. Therefore, there will be a change in the promotion of trivia nights, along with reminder messages and calls to those who have registered. The next trivia night will be held in June.

Director Latham reported that the New Jersey Library Trustee Association, the State Library, and other professional library organizations all recommend that a library retain its own attorney for a variety of reasons which he enumerated. Consequently, he recommended that the library retain separate legal counsel, who may be utilized on an as needed basis, mainly for the review and creation of library policies and procedures. He further recommended the hiring of Botta Angeli, LLC, who are based in Ramsey. However, due to the absence of several trustees, it was decided to table the matter until the September meeting when it will be discussed further.

Upon motion by Mrs. Martin, seconded by Mrs. Palchisaca, Director Latham's request to close the library for a half-day staff training session on either Friday, August 26th or Monday, August 29th was unanimously approved.

Director Latham secured quotes from Debel's Painting and Robert Chambers Painting, both Ramsey companies, for the community room painting project along with fixing any wall damage and painting and repairing the hallway area near the bathrooms/community room. Both quotes were identical. Director Latham met with each and reviewed the work which needed to be done. For a variety of reasons, he recommended accepting the quote from Robert Chambers. Capital funds will be used. Upon motion by Mrs. FitzPatrick, seconded by Mrs. Palchisaca, Robert Chambers Painting was unanimously selected as the company to complete the community room painting project. The library staff will help with the selection of the color.

At 8:17 p.m., the meeting moved into executive session on motion by Mrs. Martin, seconded by Mrs. McCaskey, and passed.

Consent Resolution: Upon motion by Mrs. Martin, seconded by Mrs. McCaskey, Consent Resolution 2022-1, the hiring of Erin Grunfelder as Library Page, at a rate of \$13 per hour, for eight to ten hours per week, beginning on Monday, July 11, 2022, was unanimously approved.

Public Comment: None

Unfinished Business: Both the July and August meetings are cancelled.

New Business: Upon motion by Mrs. Martin, seconded by Mrs. FitzPatrick, Elena McAlear's request for a six-month leave of absence was unanimously approved.

At 8:30 p.m., the meeting was closed on motion by Mrs. Martin, seconded by Mrs. McCaskey, and passed.

