

Ramsey Free Public Library

Meeting of the Board of Trustees May 9, 2022

The May 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. McCaskey, Mrs. Ohnegian, and Mrs. Rennie, Trustees, Councilman Gutwetter, and Director Latham. Mrs. FitzPatrick, Mrs. Knauss, Mrs. Palchisaca, and Mrs. Thorp were absent. The minutes of the April 11, 2022 meeting were accepted as received on motion by Mrs. Rennie, seconded by Mayor Dillon, and passed.

Correspondence: None

Library Board Members Comments: Mayor Dillon will be reaching out to Borough Engineer D'Agostaro, Tom Lanning from DPW, and Borough Administrator Vozeh to get the rust removed from the hand railings at the library's front entrance. Mrs. Martin noted that the awning also needs to be looked at. Mayor Dillon suggested Eric Kiellar of BlueLine Architecture.

Treasurer's Report: Mr. Bogaenko had forwarded the financial reports which were reviewed. Four months into the year, there is nothing significant to note from a review of the 2022 budget. Later on in the year, some of the numbers will be adjusted. He noted that there is not too much detail about some of the bills found on the bill list, observing that the light bulb bill is quite high because of the extensive work which was done. Upon motion by Mrs. McCaskey, seconded by Mr. Bogaenko, approval to pay the April bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: Director Latham began his report with a summary of the status of the library's main systems and physical plant items. The necessary filter for the generator finally arrived after several months of delays and was installed by RJP Plumbing. The library's generator company, Warshauer, was then called in to get the generator back up and running as it had been manually switched off to avoid continual alarms. Warshauer is scheduled to perform this maintenance and get the system fully operational on Wednesday, May 11th.

DPW made repairs to the roof where the leak has been impacting the Community Room for several years. The leak did continue slightly following these repairs; however, the leak appears to be less than it has been in the past and the walls do not appear to have received water damage for at least a year. Therefore, Director Latham will move forward with getting quotes for painting and repairs.

Reiner had to be called twice to address a new issue with the boiler which was turning off due to low gas pressure. As a result, the gas regulator on the outside of the building needs to be replaced. Additionally, maintenance of the software controls by Armistead was completed. During this regular maintenance, it was determined that remote access to the system controls had been disrupted. Because of the work of both Armistead and Anthony Reganato, the remote access is up and running again.

There have been some issues with the outdoor light timer settings and control panel. A little battery had fallen out of the timer.

The annual carpet cleaning of the whole building was provided by Oxymagic on Friday, April 15th, since the building was closed. They were able to get nearly all of the stains out in the Community Room.

The fire alarm system is functioning properly for fire alarm protection, although there were two minor system errors. Johnson Controls was called in and performed maintenance, reviewed settings, and reset the system.

Ramsey Free Public Library

Meeting of the Board of Trustees May 9, 2022

Director Latham is working with Anthony Reganato to install the new security system which should be completed within a few weeks.

The audio-visual equipment in the Community Room is operating normally. Director Latham recommends updating that equipment in several areas since most of the equipment is out-of-date for supporting library presentations, films screenings, and other events.

The two library copiers are currently working properly. The library owns one copier which is used by the staff for organizational copying and printing. The other copier which is available for the community to use is provided by a company which takes the proceeds of the copying done with that machine. However, that copier has parts that are no longer being produced. Copier research for either a purchased or leased one is underway.

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 three wood chairs.

Regarding the Strategic Plan, the community representative interviews are underway. There is one last push with the community survey which currently has 160 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 brought to the full library board for review, discussion, and any potential changes. A finalized plan will then be completed and used as a guide.

The latest Library of Things items include Elgato Video Capture (transfers video from analog sources such as a VCR or camcorder to a computer), a power adaptor/converter, a guitar, Yard Pong, Toss and Catch, and grant-funded iPads. Some of the items are being used by the schools for their field days.

The Friends of the Ramsey Library's Spring Used Book and Jewelry Sale was a resounding success. They received around \$3,000 in book sales and another \$2,200 in jewelry sales, for a total of approximately \$5,200. Director Latham presented a full listing of all events that are planned for Summer Reading, including the Summer Concert series, to the FORL at their last meeting. 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. Director Latham shared some of the issues regarding the summer concert series including some roadblocks with the food trucks and securing the necessary permits. He also 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 an anticipated launch date of Monday, May 23rd. The FORL provided a donation of

Ramsey Free Public Library

Meeting of the Board of Trustees May 9, 2022

\$2,825 to restart that program. Director Latham and Assistant Director Elwell are completing all of the necessary work to get the program up and running.

Director Latham provided information about some special events and activities. On Saturday, April 2nd, the children's department ran a special glow-in-the-dark egg hunt that was attended by eighty-five people. Between April 18th and June 1st, the library is hosting a spring scavenger hunt. Twenty-five people attended a Native Species Gardening program, including several members of the Environmental Commission which may partner with the library on a related project.

Director Latham, Ms. Burnette, Mr. Hofmann, and Ms. Suarez will be attending the upcoming in-person NJLA annual conference.

Upcoming events include chick hatching provided by Quiver Farms between May 12th and May 20th, a jazz concert on Sunday, May 22nd at 2 p.m., featuring NJ jazz legend Martin Pizzarelli. Cara Mack (American Ninja Warrior competitor) visit and chat, and monthly trivia nights in May through August. The Book Buzz program with Brian Nielsen from Penguin Random House will be rescheduled from Tuesday, May 10th.

Director Latham shared information about the trend in book challenges as reported by the American Library Association. For example, there were 729 different challenges across the nation, impacting over 1,600 different books in 2021. The Ramsey Library has an existing Collection Development Policy which reflects the guidelines recommended by the American Library Association. He presented some of the key components of that policy, the Freedom to Read Statement, as well as an updated draft of the library's current policy with the Request for Reconsideration of Library Resources form. He proposed the addition of an official procedure for the reconsideration of resources. If a Ramsey resident would like the library to reconsider an item or resource for possible removal from the collection, they would fill out the aforementioned form and submit it to the library. The request would then be reviewed by Director Latham, a decision would be made, and a response would be provided to the resident. If the resident wishes to continue a challenge following this step, the reconsideration request then goes to the library board for review and a final decision. Upon motion by Mrs. Martin, seconded by Mr. Bogaenko, the amended policy was unanimously approved.

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 June meeting when it will be discussed further.

Director Latham noted that two pages are leaving and will need to be replaced. Additionally, Catherine Galda will be graduating in May. She will be given a \$50 gift card.

At 8:12 p.m., the meeting moved into executive session for contract negotiations on motion by Mrs. Martin, seconded by Mayor Dillon, and passed.

Ramsey Free Public Library

Meeting of the Board of Trustees May 9, 2022

Consent Resolution: None

Public Comment: None

Unfinished Business: None

New Business: Upon motion by Mrs. Martin, seconded by Mayor Dillon, the compensation for Assistant Director Elwell (current salary-\$78,954, longevity addition of \$7,895.40, union proposed increases totaling \$3,430.55, for a new salary total of \$90,279.95) and Director Latham (current salary-\$101,650, union proposed increases totaling \$4,015.18, one-time base increase of \$3,000, for a new salary total of \$108,665.18) as outlined in the compensation recommendation was unanimously approved.

At 8:54 p.m., the meeting was closed on motion by Mrs. Martin, seconded by Mayor Dillon, and passed.

