

Ramsey Free Public Library

Meeting of the Board of Trustees January 10, 2022

Mrs. Martin continued the January meeting, beginning at 7:43 p.m., immediately following the Annual Meeting. Also present were Mr. Bogaenko, Mayor Dillon, Mrs. FitzPatrick, Mrs. Knauss, Mrs. McCaskey, Mrs. Ohnegian, Mrs. Palchisaca, and Mrs. Thorp, Trustees, Councilman Gutwetter, and Director Latham. Mrs. Rennie was absent. The minutes of the November 8, 2021 meeting were accepted as received on motion by Mrs. McCaskey, seconded by Mrs. Thorp, and passed. The December meeting had been cancelled.

Correspondence: None

Library Board Members Comments: Mayor Dillon welcomed everyone back and introduced Monica Palchisaca, Mrs. Thompson's replacement. Mrs. Palchisaca shared her background with the trustees.

Treasurer's Report: Mr. Bogaenko had forwarded the financial reports which were reviewed. Everything is right on target. There is a surplus of approximately \$12,000. He noted that the Miscellaneous/Capital line (518C) has been used a lot since April, totaling \$37,101.30 in expenses. Upon motion by Mrs. Martin, seconded by Mrs. Thorp, approval to pay the December bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: Several members of the library staff attended Ramsey's Home for the Holidays on Friday, December 4, 2021 where they set up a space with activities, giveaways, and a special winter storytime attended by approximately one hundred people. Director Latham and Mr. Hofmann will be working to increase the number of borough events in which the library will be participating. Also on December 4th, the Friends of the Ramsey Library held their first used jewelry sale since the start of the pandemic, raising about \$400.

During December, Director Latham and the library staff reviewed Ancestry.com as a possible offering for the library. The cost is \$1,440 for the first year and provides unlimited access to materials for Ramsey patrons who would need to visit the library and access the product either with one of the public computers or by connecting to the library's WiFi network with their own device. The product went live at the library as of Monday, January 3rd.

Mr. Hofmann created a new TikTok account for the library which was launched on Tuesday, January 4th.

During the past two weeks, Director Latham has organized several hundred items and designed new collections, including Local History, Local History Reference, Local Authors, New Jersey, and New Jersey Reference, all with items already owned by the library. These new collections will be located in the Quiet Study Room. Most of the new cataloging and organization for these collections has been completed; Ms. Mazur is applying new labels to the materials. All of these items will be paired with the new digital archive of local newspapers and high school yearbooks.

Director Latham, assisted by Mr. Berkis, is almost finished weeding the entire non-fiction collection. In recent months, 4,773 items, all of which have not circulated in at least five years, have been eliminated from the collection.

Director Latham will work with the Executive Committee and staff to start the Strategic Plan process. The process will include an analysis of the organization incorporating a budget analysis, circulation and use statistics, and Ramsey demographics, a community survey, interviews with gatekeepers in Ramsey, and possibly focus groups or community meetings. Some of the objectives for the process include identifying library-related needs in the community, getting feedback on services and awareness, and creating goals to adjust library functions toward meeting those goals.

Ramsey Free Public Library

Meeting of the Board of Trustees January 10, 2022

Director Latham is currently working on annual goals and tasks for each staff member beyond their day-to-day tasks.

Director Latham will be working with the staff and the Executive Committee on restructuring the capital project, in coordination with the strategic planning process and the borough's strategic plan, resulting in an updated proposal.

He is looking into modified program planning for such activities and events as NJ Makers Day, LibraryCON, WinterFest, and concerts.

The library's annual audit is scheduled for Saturday, February 12th.

Director Latham shared some of the statistics for 2021. The annual report statistics will be more in depth. Total circulation was 155,261 items (122,937 physical circulation, 32,938 digital circulation, 741 Library of Things circulation). There were 65,460 library visits. Seven hundred thirty-nine programs were offered with 16,147 attendees. Website visits totaled 49,615.

The HVAC problems are being addressed as they come up. There was a leak of refrigerant from the unit in the children's room. Reiner will be installing and replacing one core filter drier, flushing the system, and replacing refrigerant into the system. Also the baseboard heating in the staff kitchen room stopped functioning, making it quite cool in that room. It was found that an actuator had failed and needs replacing. Once the parts arrive, Reiner will make the repairs. Thirdly, the unit in the children's room was running loudly, even after the work completed on the bearings and motor. A new belt will be installed which, hopefully, will alleviate the noise.

Director Latham reviewed the most recent impact of the omicron variant on library services. He is not recommending big changes to the current policies related to the pandemic. In consultation with the Executive Board, he has switched all events that were originally planned to be in-person and indoors for the month of January to a virtual format or rescheduling them. All in-person meetings and uses of our community meeting room have been cancelled. The Lunar New Year event will be celebrated in several different ways. WinterFest, which was originally planned for outdoors for the end of January, has been put on hold. It may be scaled down for the January date or rescheduled to a later date. The majority of the scheduled programs have not been impacted. Many were already planned for a virtual or take-home format. The library continues to follow the current CDC guidelines for COVID exposures or positive cases. Upon motion by Mrs. Martin, seconded by Mrs. McCaskey, and approved unanimously, the current COVID protocols and policies will continue for another month.

Both the art gallery policy and the agreement form were reviewed, amended, and approved by Borough Attorney Scandariato and the Bergen JIF (joint insurance fund). Director Latham followed up with Mayor Dillon, Mr. Scandariato, and Borough Administrator Vozeh on the issues of indemnification, hold harmless and insurance. Language spelling out an indemnification was added by Mr. Scandariato and the JIF was consulted on whether some materials would be covered under the blanket insurance policy. It was found that the JIF insurance coverage provided by the Borough of Ramsey covers \$50,000 maximum per occurrence subject to a \$5,000 per item limitation of liability and a \$500 deductible in regard to exhibits at the library. Upon motion by Mrs. Martin, seconded by Mrs. FitzPatrick, the updated and amended art gallery policy and agreement form, including the insurance and indemnification information, were unanimously approved.

Consent Resolution: None

Ramsey Free Public Library

Meeting of the Board of Trustees January 10, 2022

Public Comment: None

Unfinished Business: None

New Business: None

At 8:02 p.m., the meeting was closed on motion by Mrs. McCaskey, seconded by Mrs. Martin, and passed.

