

## **Ramsey Free Public Library**

### *Meeting of the Board of Trustees February 8, 2021*

Due to COVID-19 restrictions, the February meeting was held via Zoom. The February meeting was called to order at 7:31 p.m. by Mrs. Martin with the reading of the public meeting law. 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. Thompson was absent. The minutes of the January 11, 2021 meeting were accepted as received on motion by Mayor Dillon, seconded by Mrs. Rennie, and passed. The minutes of the Annual Meeting (January 11, 2021) were accepted as received on motion by Mrs. Rennie, seconded by Mrs. Knauss, and passed. Mayor Dillon swore in Mrs. Ohnegian.

**Correspondence:** 2020 Annual Report and 2020 Annual Report/Public

**Library Board Members Comments:** None

**Treasurer's Report:** Mr. Bogaenko had forwarded the January financial reports which were reviewed. The various bank accounts total \$1,371,336.43. The library's total assets are \$1,409,132.43. He noted that BCCLS has already been paid in full, \$43,662. Upon motion by Mrs. Martin, seconded by Mrs. Rennie, approval to pay the January bills was unanimously passed. The treasurer's report was received and filed for audit.

**Director's Report:** Director Latham began his report by highlighting the January programs. Mr. Jeff's live storytimes had 254 views in three sessions and is one of the library's most popular virtual events. A concert by children's performer/musician Chris Flynn had 269 views. The Grab & Go Crafts are available twice a month; one hundred craft bags are available until they run out. Six different staff members are involved. The Schitt's Creek Trivia Night, run in conjunction with the Leonia Public Library, was enjoyed by thirty-five attendees. Ms. Newton has been running popular craft programs for teens and adults. She records the sessions which are put on the library's YouTube page. She is working on the upcoming Lunar New Year activity. Artful Easel is another program which attracted forty attendees during two sessions. During January there were almost 1,500 people attending the online programs.

Director Latham has reviewed 2021 goals, projects, and staff duties with the library's department heads. He is working on the annual staff reviews and will meet with each staff member once those reviews are completed. He is also looking into improving the library's physical workspace.

Plans are underway for the spring programs, including the possibility of outdoor, distanced programs.

Director Latham has been working on the annual report and the state aid report.

In addition to Kanopy and the NY Times, the Wall Street Journal Online has been added to the library's digital collection at an annual cost of \$1,200. Director Latham cancelled the library's Booksite subscription, bringing a savings of \$900 to the 2021 budget.

The staff is working on a project to improve item circulation, including weeding of the full collection, redesigning and relocating some collections for better visibility, using statistics to improve purchasing, improving monthly displays of materials, and researching other options to help with awareness of materials and ease of access.

Director Latham is looking into additional policies to be updated and voted upon by the library board, including a library card policy.

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Assistant Director Elwell and Director Latham have been researching the digitization of the full collection of local newspaper microfilm (thirty-nine rolls of film) and sixty-one Ramsey High School yearbooks. This capital project was approved by the library board for 2021. Three proposals were received, and Advantage Preservation was the company which was selected for several reasons which Director Latham enumerated. The total cost for the brand-new resource for the community is \$13,307.50. Assistant Director Elwell will be spearheading the project and will eventually be working with the schools using the resource.

In January, many board games were added to the Library of Things, including a game called “Pandemic.” A brochure is being created to promote the growing collection.

New shelving will be installed in the Teen Room in February. Once the installation is complete, Ms. Burnette and the circulation staff will redesign the spacing and layout of the growing book collection. In order to make enough space for the new, tall shelving in the Teen Room, one hanging light fixture needed to be moved. The library’s electrician moved the fixture so that it is in line with the other fixtures in the room.

On Thursday, January 14th, the generator’s alarm went off in the middle of the night. The Ramsey police investigated and called staff about turning off the alarm. On Friday, January 15<sup>th</sup>, the library’s generator company inspected the generator and found that it experienced a low coolant alarm with several issues in need of repair. The necessary repairs to the coolant system, including new fan belts, new hoses, and a new block heater, were made about a week later. The system is currently functional with no alarms.

To make it easier to update the outdoor sign, a wiring company ran a new cable from the Quiet Study Room to the staff office area.

Anthony Reganato replaced one of the phones which had become non-functional.

Director Latham attended an NJLA meeting about the post-pandemic library.

The annual report and the accompanying report for the community were reviewed. Both reports were added to Correspondence.

**Consent Resolution:** None

**Public Comment:** None

**Unfinished Business:** There was some discussion about the mural. Perhaps instead of the mural, the space could be painted a happy color or turned into a second-floor loft. Mayor Dillon suggested contacting Tom Ashbahian, an architect/engineer.

**New Business:** None

At 8:08 p.m., the meeting was closed on motion by Mrs. McCaskey, seconded by Mayor Dillon, and passed



