

Ramsey Free Public Library

Meeting of the Board of Trustees February 14, 2022

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. Knauss, Mrs. McCaskey, Mrs. Ohnegian, Mrs. Palchisaca, and Mrs. Rennie, Trustees, Councilman Gutwetter, and Director Latham. Mayor Dillon and Mrs. FitzPatrick were absent. The minutes of the January 10, 2022 meeting were accepted as received on motion by Mrs. McCaskey, seconded by Mrs. Ohnegian, and passed. The minutes of the Annual Meeting (January 10, 2022) were accepted as received on motion by Mrs. Ohnegian, seconded by Mrs. McCaskey, and passed.

Correspondence: None

Library Board Members Comments: None

Treasurer's Report: Mr. Bogaenko had forwarded the financial reports which were reviewed. Everything has been updated for 2022. At this point, there is not much to glean from a review of the 2022 budget which was approved in November. The library's annual audit took place on Saturday, February 12th. Upon motion by Mrs. Martin, seconded by Mrs. Knauss, 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 the meeting with physical plant updates. He completed a full review of all bulbs in and out of the library building that were in need of fixing/replacing, totaling approximately thirty fixtures, some needing ballasts, some needing wiring, and some needing bulbs. The library's electricians have replaced and updated the bulbs and repaired fixtures as necessary. Some fixtures need to be special ordered; the atrium lighting is apparently no longer being produced. Regarding the ground lighting in front at the main entrance, there may be some damage that requires repairs. Hopefully, the work will be completed sometime in February.

Recently the women's bathroom had only one functional toilet. RJP Plumbing & Heating, the library's newest plumber, repaired two toilets in January. A third toilet appeared to have some object jammed into the piping which necessitated total replacement, which was completed as of Wednesday, February 9th

The generator experienced several instances where the alarm state was tripped, causing alarms to go off. The library's generator company ascertained that these alarms were caused by a faulty filter. Water was entering and then freezing, causing disruptions to gas flow, triggering the alarm. They recommended a new type of filter, one that does not have its opening facing upward which ends up accumulating water. The required work needs to be done by a plumber. The generator company provided the library's plumber, RJP, with the information regarding the exact model filter that they were recommending. Supply issues have delayed receipt of the part. Once it is received, it will be installed and then the generator company will return to verify full working order of the generator. In the meantime, the generator has been turned off since it was continually going into a state of alarm. Hopefully, the generator will be fully fixed within the first few weeks of February.

At the end of December, the heat was not functioning in the staff break room. The actuator in that room was in need of replacement. Reiner performed this work in early January and heat has been restored to that room. The issues with the HVAC unit in the Children's Room were also completed in early January. Currently, the HVAC system seems to be operating normally.

Because of the Omicron variant surge, the January programs were shifted to a virtual format and in-person meetings were postponed. The celebration of the Lunar New Year event was moved to a virtual format for a second year. Ms. Newton converted everything to a live, virtual event that was streamed live on Zoom, and then posted to the library's YouTube Channel. The number of performances remained the same as prior years.

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Normally, this event attracts over two hundred people to the library. In addition to the large event, there were also several craft events and YouTube crafts to celebrate Lunar New Year along with a themed scavenger hunt inside the library for all ages as well as beautiful decorations all around the library. The WinterFest event was rescheduled to Saturday, February 26th, from 1 to 3 p.m. Over one hundred people are already registered. There will be parking at the Lutheran Church and a crossing guard will be available

Mr. Hofmann created a new TikTok account for the library, which was launched on Tuesday, January 4th. Since then, he has created forty different original content TikToks, all related to the library. A recent video had over two thousand views.

Ms. Newton continues to create Macrame craft videos for the library's YouTube account. Sometimes these are stand-alone instructional videos, sometimes they are paired with a take-home craft, and sometimes they have an in-person component.

At the January meeting, an updated version of the Art Gallery policy was approved by the library board. A new page on the library's website includes a calendar of upcoming exhibits along with photos where possible. This page also provides a copy of the new exhibit policy and new exhibit agreement form as well as an online application. That online application should improve the process by having potential exhibitors submit all information regarding a proposed exhibit that can be reviewed by the staff before approval. The official agreement form will still need to be signed before an exhibit is installed.

Ancestry.com went live at the library as of Monday, January 3rd. Director Latham will have usage numbers at the next meeting.

The new collections that were reorganized from the library's existing collection are now all available in the Quiet Study Room. The collections include Local Authors (Ramsey), Local History (Ramsey and Bergen County) and the New Jersey Collection (all books relating to New Jersey).

Director Latham shared the 2021 Annual Report with the trustees. He highlighted pertinent parts of the report and called attention to the 2022 goals for the library. The public summary will be posted on the library's website and the borough website.

Director Latham initiated a review of the library's COVID mask policy, noting the borough will be mask-optional as of Tuesday, March 1st, and the schools as of Monday, March 7th. He recently conducted an informal poll of various libraries. Thirty-two still require masks, six have a mask-optional policy, and two require masks only for the unvaccinated. Thirteen libraries will be changing their policies and eighteen will continue to require masks. Nonetheless, there will be no big inside programs until the fall. Upon motion by Mrs. Martin, seconded by Mrs. Rennie, and approved unanimously, the library will adopt a mask-optional policy, following the Governor's recommendations, effective Tuesday, March 1st.

At 8:06 p.m., the meeting moved into executive session on motion by Mrs. Martin, seconded by Mrs. Palchisaca, and passed.

Consent Resolution: None

Public Comment: None

Unfinished Business: None

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New Business: None

At 8:27 p.m., the meeting was closed on motion by Mrs. Knauss, seconded by Mrs. McCaskey, and passed.

