

Ramsey Free Public Library

Meeting of the Board of Trustees March 8, 2021

Due to COVID-19 restrictions, the March meeting was held via Zoom. The March meeting was called to order at 7:32 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. Thompson, and Mrs. Thorp, Trustees, Councilman Gutwetter, and Director Latham. Mrs. Rennie was absent. The minutes of the February 8, 2021 meeting were accepted as received on motion by Mrs. McCaskey, seconded by Mrs. FitzPatrick, and passed.

Correspondence: None

Library Board Members Comments: None

Treasurer's Report: Mr. Bogaenko had forwarded the February financial reports which were reviewed. He noted that BCCLS has already been paid in full, \$43,662, as have the bills for the magazines and newspapers. There has not been much budget activity during the two months of January and February. Upon motion by Mrs. Martin, seconded by Mr. Bogaenko, approval to pay the February bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: Director Latham began his report with a statistical summary of program attendance and physical item circulation. Program attendance was 1,493 in January and 2,355 in February. He highlighted the programs which include Mr. Jeff's live storytimes with 652 views in three sessions. There were 113 views for one session of Bendy Bookworm, a yoga and storytime class. The Take-Home Crafts are available twice a month; one hundred craft bags are available until they run out. Many different staff members are involved in the activity which is organized by Ms. Suarez. Additionally, 100 "Kindness Bags" were created and distributed. To receive one, which were available while supplies lasted, a patron had to check out at least two items. A spring version is being planned which will include additional promotional materials, including a new library brochure. Fifty-four children participated in the Winter Reading Challenge which offered prizes for completing certain reading amounts. Ms. Newton has been running popular craft programs, such as macramé and special Lunar New Year crafts, for teens and adults. She records the sessions which are put on the library's YouTube page. Ms. Moya has been offering a monthly book club with an attendance of eleven in February.

Ms. Burnette and Ms. Suarez are working on the plans for summer reading which will be presented in a variety of different program formats. They already have events planned and scheduled. They are also looking into the best ways to create any outdoor, distanced programming, including the equipment which would be necessary.

Some new video recording equipment, including a DSLR camera for streaming, an above-view camera for recording crafts, lighting, and other accessories, has been purchased. When in-person programming does return, there will still be a market for virtual programming. There is a possibility of beginning a library podcast, video episodes, a TikTok page, or other original content.

The Friends of the Ramsey Library will purchase new sturdy canvas tote bags with their information and new logo on them; they will be sold at the circulation desk as well as at special events. Each bag will include the FORL brochure, which has been redesigned. With the assistance of Director Latham, they are also creating an online donation and membership form as well as an updated and re-designed page on the library website.

The library received a donation of \$493.70 from Christine Ilardi; the gift was matched by Samsung Electronic North America. A thank you was sent.

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Warshauer completed some follow-up maintenance on the generator following the repairs which were made in January and the generator is now fully operational.

To make it easier to update the outdoor sign, Mardel Electric ran wiring from the Quiet Study Room to the staff work area in order to connect the outdoor sign to a staff computer in the back office.

Director Latham has spoken with several architectural firms (Arcari & Iovino, The Goldstein Group, NK Architects) regarding a building assessment as well as a review and assessment of several individual projects, including a building expansion. For this initial assessment work, at least three quotes for services would be needed to compare and choose from. The three aforementioned firms have extensive New Jersey library experience and were listed in the State Library's list of architects as part of the New Jersey Construction Bond process. He has also reached out to libraries that have worked with each of the firms listed and have received positive feedback from their Directors. Director Latham would like to have three proposals soon so that the executive committee can review those proposals and then bring them to the library board.

Assistant Director Elwell organized all of the library's microfilm (thirty-nine rolls of film) and sixty-one Ramsey High School yearbooks to prepare for digitization. She shipped all of these materials to Advantage Preservation. The digitization process will take one to three months, after which the library will work with them to design the online interface and finalize the project.

There was a delay in shipping the new shelving for the Teen Room. It is expected that the new shelves will be installed in late March or early April. Once the installation is complete, Ms. Burnette and the circulation staff will redesign the spacing and layout of the growing book collection.

The 2020 audit has been performed by the library's auditor, Garbarini & Co, P.C. Everything is in compliance and there were no notes regarding non-compliance. Upon motion by Mr. Bogaenko, seconded by Mrs. Martin, the 2020 audit draft was unanimously accepted as received. It will be released as the final audit.

The Union and the borough have come to an agreement on the terms of a one-year contract extension, which would cover 2021. There are only two changes to the previous contract. First, there will be no percent increase for any union members for 2021. Second, the borough will effectively cover any increased costs that come from health care rates and employee contributions in 2021. Upon motion by Mrs. Martin, seconded by Mrs. Knauss, the one-year contract extension for 2021 was unanimously approved. New negotiations will start again soon.

The last time the full library staff met for a meeting was in March, 2020 to go over emergency closing preparations due to the pandemic. Many new policies and procedures have been adopted since that time, many because of COVID-19, but some additional ones as the library moves toward a return to normalcy. In order to review procedures and organizational goals, discuss services/collections/programs, and work as a team to hone skills and align efforts toward annual goals, Director Latham would like to close the library to the public on Friday, March 26th, for a full-staff, in-person training day, as well as an opportunity to celebrate with Pat Elkas who is retiring, with lunch provided by the library. Masks would be required. Social distancing would be practiced during the training as well as during lunch.

Consent Resolution: None

Public Comment: None

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Unfinished Business: None

New Business: None

At 7:56 p.m., the meeting was closed on motion by Mrs. Knauss, seconded by Mrs. Ohnegian, and passed

