

Ramsey Free Public Library

Meeting of the Board of Trustees April 8, 2019

The April meeting was called to order at 7:33 p.m. by Mrs. Martin with the reading of the public meeting law. Also present were Mr. Bogaenko (arrived at 7:45 p.m.), Mayor Dillon, Mrs. FitzPatrick, Mrs. Knauss, Mrs. Ohnegian, Mr. Phelan, Mrs. Rennie, Mrs. Thompson, Mrs. Tuntigian, Trustees, and Director Latham. Councilwoman Jachzel was absent. The minutes of the March 11, 2019 meeting were accepted as received on motion by Mrs. Rennie, seconded by Mayor Dillon, and passed.

Correspondence: None

Library Board Members Comments: Mayor Dillon reported that the borough budget was approved on Wednesday, March 27th.

Mrs. Rennie asked about the status of the state money for libraries. Director Latham indicated that the state is finishing up the regulations which will take a few more months. Mrs. Rennie noted that the library should certainly consider applying for the funds. In preparation for the application, a building and site analysis should be done.

Treasurer's Report: Mr. Bogaenko reviewed the balance sheet, profit and loss, and the budget report for March, 2019. The 2019 budget does not have much variance from the 2018 budget. There will continue to be some adjustment of budget items. Upon motion by Mayor Dillon, seconded by Mr. Phelan, approval to pay the March bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: In March, there were seventy-four programs attended by 1,204 patrons.

There were over 175 attendees for the first library-wide Maker Day event on Saturday, March 23rd. The library's new equipment was utilized, highlighting science, technology, engineering, art, and mathematics (STEAM) activities. Many of the participants were new to the library. Brochures for other library activities were available.

Approximately forty people attended the 1970's Trivia Night, many of whom were repeat Trivia Night attendees.

The first after-hours event, live music with an open mic opportunity, is scheduled for Friday, April 12th. Staff involvement will be minimal.

Talking Drums was a participatory musical performance of African drums and songs for children and their families. Many unique program opportunities were provided for adults during March. Director Latham also delineated the numerous projects which are ongoing.

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The meeting of the library board's pre-meeting executive committee was held on Thursday, March 28th. The library's Strategic Planning process was again a topic of discussion. A list of the borough's gatekeepers will be generated in preparation for interviews to determine information needs and ways that the library can best serve the community.

There were problems with the front sliding doors. After two service calls, it was determined that the sensor on the outside door needed to be fully replaced. It was determined that an annual service contract with ASSA ALBOY, covering repair and travel hours as well as the replacement of equipment and parts, at a cost of \$1,452, would be the best decision.

There was a leak near the back entrance of the library which caused damage to a tile and the carpet below it. Reiner replaced the valve piece which was connected to a pipe, causing the leak.

There were numerous issues with the computers which Director Latham and Assistant Director Elwell have addressed. They determined that there had not been a Windows update since 2017.

Armistead Mechanical, Inc. completed their regular maintenance of the Andover Controls and the HVAC monitoring/control system and software.

Wasek, Inc. also provided their regular test of the hot water/boiler system and found no issues.

Final touches are being made to the website. It is expected that the launch will take place sometime during the April 12th to April 14th weekend.

The library's audit was conducted on Saturday, March 30th, and everything went well. Director Latham anticipates no notes from the audit.

Director Latham shared his 2019 Technology Capital Improvement Proposal which he has been working on for the last several months. Each detail of the proposal (public and staff computers, public laptops, Internet access and network wiring, public printing station and staff printers, A/V equipment, patron services and miscellaneous equipment) was presented and discussed. The total cost estimate is \$70,000. Upon motion by Mrs. Martin, seconded by Mrs. Rennie, the entire proposal was unanimously approved. There will be a gradual roll-out, with wiring being the first item completed. Director Latham will document the progress at each board meeting.

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The Ramsey Free Public Library Code of Conduct was also reviewed and discussed. Director Latham had researched similar policies from four or five other libraries. Vaping was added to the policy. Upon motion by Mayor Dillon, seconded by Mr. Bogaenko, the Code of Conduct was unanimously approved as amended.

The Ramsey Free Public Library Safe Child Policy was also reviewed and discussed. Director Latham had changed the age within the policy from nine to ten. Upon motion by Mayor Dillon, seconded by Mr. Bogaenko, the Safe Child Policy was unanimously approved.

The Ramsey Free Public Library Five Year Capital Improvement Outline and Plan was also reviewed and discussed. The included projects were categorized by priority, high, medium, and low within the improvement areas, site, exterior, interior, and sustainability. Director Latham also included the reason for the project's inclusion in the plan as well as its estimated cost. To fund the projects, \$250,000 needs to be transferred from the library's unrestricted account to the library's capital reserve account in order for funds to be available for capital improvements. Upon motion by Mr. Phelan, seconded by Mrs. Ohnegian, the transfer of funds for capital improvements was unanimously approved.

Director Latham requested that the library be closed on either Friday, May 3rd, or Friday, May 10th, for a day of professional training for the staff to include LEAP, the new website, online tools, and LibCal. He noted that such a training opportunity is pretty routine in library world.

Director Latham looked into the claim by Pascack Data Services that the library owes them \$2,470 due to additional support time which has never been paid for. Although he could find no information supporting their claim, his recommendation was to pay the amount to detach the library completely from PDS.

Since there were surplus funds from 2018 and prior years, Director Latham asked to allocate \$7,000 from those surplus funds to cover the costs of some new program initiatives, including the after-hours concert series, trivia nights, and the library's participation in Ramsey Day. His request was approved by the trustees.

There were 19.75 hours of overtime in March.

Consent Resolution: None

Public Comment: None

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Unfinished Business: Mrs. Rennie noted that the Bob Peterson memorial fountain will be put on the right side of the entrance where both water and electricity are available. That work should be done soon. More lighting is needed, especially in the gazebo area.

New Business: Mrs. Dey reminded the trustees that the annual Financial Disclosure Statement needs to be filed by Tuesday, April 30th.

Mrs. Knauss attended “The Library and the Law” conference on Saturday, March 16th. She will forward the PowerPoint to everyone.

At 8:37 p.m., the meeting was closed on motion by Mrs. Rennie, seconded by Mrs. FitzPatrick, and passed.