

## **Ramsey Free Public Library**

### **Meeting of the Board of Trustees May 13, 2019**

The May 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. Ohnegian, Mr. Phelan, and Mrs. Rennie, Trustees, Councilwoman Jachzel, and Director Latham. Mrs. Thompson and Mrs. Tuntigian were absent. The minutes of the April 8, 2019 meeting were accepted as received on motion by Mrs. Rennie, seconded by Mr. Phelan, and passed.

**Correspondence:** None

**Library Board Members Comments:** None

**Treasurer's Report:** Mr. Bogaenko reviewed the balance sheet, profit and loss, and the budget report for April, 2019. The first benefits payment in the amount of \$35,467 was made. The \$6,000 charge for the audit was paid. Mrs. Rennie asked about the quarterly reports for the Sakal bequest. Mr. Bogaenko had forwarded a report in December, 2018. Another report from March, 2019 is due. Upon motion by Mr. Bogaenko, seconded by Mrs. Rennie, approval to pay the April bills was unanimously passed. The treasurer's report was received and filed for audit.

**Director's Report:** In April, there were fifty-six programs attended by 822 patrons.

Director Latham demonstrated various aspects of the new website.

The meeting of the library board's pre-meeting executive committee was held on Thursday, May 2<sup>nd</sup>. The library's Strategic Planning process was again a primary topic of discussion. A list of candidates from the Ramsey community to be interviewed was finalized and questions were created for both those gatekeeper interviews and the SurveyMonkey community survey which will be available online as well as in person at the library. An analysis of the library organization as well as community demographics is in progress.

There has been an ongoing leak in the hallway leading directly from the rear entrance. The library's HVAC company has checked the leak twice and the plumber has investigated once; none of those visits generated any information as to why or how the leak is occurring. The carpet in the area has been pulled up; the staff positioned paper and cardboard on the floor to ascertain the source of the leak. Nothing seems to be coming from the ceiling. Director Latham spoke with former director, Wendy Bloom, who suggested that possibly a drain could have backed up from a bathroom, but that has not been verified. It was suggested that Ralph Venturini be called in to investigate further.

## **Ramsey Free Public Library**

### *Meeting of the Board of Trustees May 13, 2019*

The library's first after-hours event, live music with an open mic opportunity, was held on Friday, April 12<sup>th</sup>, with more than fifty-five people in attendance. The Westet was the featured band. The event was live streamed on the library's Facebook page. The new equipment which will be coming soon will provide an improved online viewing experience. There were also six open mic performers. The after-hours concerts will rotate with the Trivia Nights on an every other month basis.

As part of the Ramsey Reads program, a representative from Penguin/Random House provided some sneak peaks of upcoming books. The aforementioned new equipment will enable the library to provide author visits via Skype. Attendance was also excellent for various children's events including Abrakadoodle, Double Digits, and Paint Your Own Pottery.

In April, the library provided STEAM outreach at Smith School in partnership with the media center and media specialist. Over seventy-five students participated in the outreach which was provided in the media center during lunch periods. The library's new STEAM equipment, including the button maker, Snap Circuits, Makey Makey, and the NES Classic gaming system, was brought to Smith for students to experiment with. Dater School students will be coming to the library for a program which will be led by Ms. Suarez.

A new brochure was created for patrons covering the use of the library's digital collection resources, Libby, RB Digital, and Hoopla. This new brochure contains information about all three resources, including what is available on each platform and basic instructions for usage.

The library began lending Sphero Robots during the first week of May. The kits, which come with the robot, instructions, and carrying cases, enable the users to learn computer programming and coding as they control and operate the robot. The use of a free app that can be downloaded on most mobile devices is required. The library plans to create one or two kits which will include a tablet so that those without access to a mobile device can also use the robots.

The Friends of the Ramsey Library Book and Jewelry Fair brought in almost \$3,000 in profits with more donations of materials than previous sales. Some new strategies to promote and organize the event were implemented and then evaluated. The items which were not sold will either be recycled or donated.

Plans and promotions are nearly complete for the Summer Reading program and the new ComicCon event that is being planned for Saturday, July 20<sup>th</sup>. The FORL has donated \$9,000 to the Summer Reading program. Director Latham shared the planned summer highlights. Regarding the ComicCon event, the Co-CEO of Archie Comics, Nancy

## **Ramsey Free Public Library**

### *Meeting of the Board of Trustees May 13, 2019*

Silberkleit, will be a featured guest as will Michael Rex, author of *Goodnight Goon*. An original DeLorean will be on display in the parking lot. There will be a costume contest, Superhero crafts and activities, and a gaming room with video and board games.

The new delivery service is coming in June, although no exact date has been selected. Director Latham attended training on the procedures for BCCLS delivery and the process appears very simple. The new system will have five different routes. It is expected that delivery would occur within one to three days. BCCLS is also exploring the implementation of unified loan periods for all materials along with automatic renewals. A formal proposal may be made at the fall System Council meeting and, if adopted, could be implemented on January 1, 2020, at the earliest.

The borough has implemented new software to manage staff balances including requests and usage of vacation, sick, personal, and floating holiday time. Director Latham trained with Borough Administrator Vozeh and then set up the library staff balances to date. Training will begin with Assistant Director Elwell and Ms. Patel. Procedures will be developed and then the rest of the staff will be trained during upcoming staff development.

The library's audit was conducted on Saturday, March 30<sup>th</sup>. There were two notes/recommendations. First, deposits need to be made within forty-eight hours (business days) of the receipt of funds. If Ms. Patel is unable to make a deposit, Director Latham or Assistant Director Elwell will. The second note refers to those times when the library does not receive confirmation signatures from vendors for finalized purchase orders. Director Latham will establish a procedure to address that issue. Upon motion by Mrs. Rennie, seconded by Mrs. Ohnegian, the 2018 audit was unanimously accepted.

Regarding the tech upgrades for the library's capital improvement plan, new access points and other equipment have been purchased, received, and mounted by the wiring company. Director Latham is investigating all of the wiring and components in the tech room and labelling the wires. Once everything is identified, he and JerseyConnect will configure the new access points. Wiring is being provided for the WiFi upgrades and the computer installation by BCCLS. There will be coordination with BCCLS for the final wiring portions, which will be done when BCCLS installs the new staff and public computers. The new Acer laptops have been researched, selected, and purchased. When they arrive, Director Latham will configure them. Security software was purchased at a discount from TechSoup, which provides donated and reduced cost products and software to libraries, schools and other educational organizations. Microsoft Office 2019 will be purchased for all public and staff computers as well as laptops. There are twelve licenses for DeepFreeze security/management software. EnvisionWare will be providing the new print release kiosk and software. Director Latham is finalizing and coordinating all

## **Ramsey Free Public Library**

### *Meeting of the Board of Trustees May 13, 2019*

installation dates. Additionally, he will be purchasing A/V equipment, new printers, and other accessories in May and June and installing all of those components.

Four policies were presented for board consideration. Director Latham researches similar policies from other libraries, submits the policies to Borough Attorney Scandariato for review, and presents them to the pre-meeting executive committee. Upon motion by Mrs. Rennie, seconded by Mayor Dillon, the four policies (Bulletin Board Policy, ESL Resources Policy, Meeting Room Policy, Program Policy) were unanimously approved.

As the borough works to remove voting from the schools, the library will serve as a polling site for the June and November elections. Only the Community Room will be used for each of those days and very minimal help will be required from the library staff. State law requires a certain amount of handicap spaces be available at polling locations and two more permanent spaces in the back parking lot were requested. Following discussion, no vote was taken on the matter; use of the library was temporarily approved for the June primary election. Mayor Dillon would like to discuss the issue with Borough Clerk Bendian.

The library staff union representative met with Director Latham in April regarding a few issues, including the security cameras that have been installed in the back staff areas. The union would like to see those cameras removed from staff areas. If the trustees decide to move the cameras, there are several areas including the quiet study room and the gazebo area where they could provide necessary surveillance. Mrs. Martin will research the cost for moving the cameras and for an outdoor camera. The discussion will continue at the June meeting.

There were 4 hours of overtime in April.

**Consent Resolution:** None

**Public Comment:** None

**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. The date for its installation needs to be established.

**New Business:** None

At 8:45 p.m., the meeting was closed on motion by Mrs. Ohnegian, seconded by Mrs. Rennie, and passed.

