

Ramsey Free Public Library

Meeting of the Board of Trustees August 12, 2019

The August 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. Knauss, Mrs. Ohnegian, Mr. Phelan, Trustees, Councilwoman Jachzel, and Director Latham. Mrs. FitzPatrick, Mrs. Rennie, Mrs. Thompson, and Mrs. Tuntigian were absent. The minutes of the June 10, 2019 meeting were accepted as received on motion by Mr. Phelan, seconded by Mrs. Knauss, 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 June, 2019 and July, 2019. Mr. Bogaenko may transfer some funds to get a better yield. The new computers (line 518C) are a big improvement for the library. Upon motion by Mayor Dillon, seconded by Mr. Phelan, approval to pay the June/July bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: In June, there were fifty-one programs attended by 902 patrons. In July, there were seventy-three programs attended by 1,220 patrons.

The library board's pre-meeting executive committee met in July to discuss the summer activities, security cameras, burglar alarms, Ramsey Day, and the technology upgrades.

The fountain was recently installed outside of the main library doors. However, due to some problems, possibly because of the shifting of the ground underneath it, the fountain was turned off until the issue can be fixed by the DPW. A sign may be put up by the fountain.

The annual maintenance of the fire alarm systems was completed, and all are up to code. The borough's inspection will probably be done before the end of the summer.

The door stoppers have not yet been installed by the DPW. A library staff member may put them in. Over a dozen of the library chairs have been repaired by Mr. Les, increasing the available study and seating spaces. There is a tree branch hanging in the woods by the parking lot. Director Latham also reported on a recent mouse problem in the library.

During her four Dater School visits, Ms. Suarez spoke to 173 students about summer reading and library services. Fifty-five people attended the Summer Reading Kick-Off event with a space theme presented by the Traveling Lantern Theatre Company. Thirty-two people attended the talk and presentation by the author of *52 Weeks of Yoga*. Approximately thirty people were at the second concert and open-mic event in June. The Bergen Zoo has provided special story times, featuring an animal from the zoo. There were fifty attendees at Jester Jim, a family comedy performance.

Ramsey Free Public Library

Meeting of the Board of Trustees August 12, 2019

On Thursday, August 1st, the library also presented “Meet and Greet with a Wolf,” a wolf dog program.

Director Latham reviewed the details for the library’s first annual LibraryCON event which took place on Saturday, July 20th from 11 a.m. to 2 p.m. with approximately 175 attendees despite the extremely hot weather. The Co-CEO of Archie Comics, Nancy Silberkleit, Michael Rex, author of *Goodnight Goon*, and nine members of the 501st Legion were present. An original DeLorean was on display in the parking lot. There was a costume contest, Superhero crafts and activities, a gaming room with video and board games, and food available through local restaurants. Overflow parking was at the Lutheran Church. There was great press coverage for the event in both the Bergen Record and the Suburban News.

Director Latham updated the status of the various technology projects. The new computers and monitors have been installed for the public and staff as have the new printers for the staff. The new self-print station with the print kiosk and mobile printing is operational with a charge of ten cents for each black and white copy and fifty cents for color. The new laptops for in-house use by patrons and for library classes and events are now ready. The new A/V equipment is available for such events as library concerts and live streaming. The wiring for the new computers as well as improved WiFi signal strength and equipment will be finalized. New access points have been wired and mounted in the community room and the quiet study room. The new scanning station should be completed by the second week in August. The charging stations will be purchased and installed for the public seating areas. The older computers have been wiped clean; four of them were given to the Ambulance Corps.

The company which the library had been using to service and maintain the library’s security cameras, security alarms, and telephones has gone out of business. However, Mrs. Martin shared with Director Latham that the main family member of the former TSS company is still working. Director Latham will ascertain the status of the business and its future relationship with the library. He did secure a quote from Triad Security who provides security camera and burglar alarm work for Wyckoff and Leonia. The library has been experiencing some false alarm issues with the burglar alarm after the library closes. To avoid further false alarms, the security system is not being turned on until the problem is rectified.

Regarding the elimination of fines for all children’s and teen materials during summer reading, public reaction has been very positive. A flyer was created to publicize the program. To date, numbers are not available to complete a full analysis of the impact on circulation or fine income. Such information will be available in the fall.

Ramsey Free Public Library

Meeting of the Board of Trustees August 12, 2019

Director Latham is working with Borough Attorney Scandariato and Borough Administrator Vozeh regarding the potential budget shortfall for 2020 due to the part-time hours being significantly overbudget. A meeting will be held with the Union representative to discuss the situation. Director Latham will have recommendations by the September meeting as he works to develop a sustainable budget by January, 2020.

There were 11 hours of overtime in June and 11.75 hours of overtime in July.

The library will be participating in Ramsey Day on Saturday, September 7th, with two tables of materials, including informational library materials as well as some free giveaways. The button making machine will be available for people to make custom buttons as well as library logo buttons. The Strategic Planning Committee's survey will be available. Director Latham has purchased a new canvas tent to use for this event as well as other outreach situations. The Friends of the Ramsey Library have arranged to have a table of their own.

Director Latham distributed a statistical comparison of collections, programs attendance, and door count between 2018 and 2019 which was discussed.

The Annual BCCLS Friends of the Library Breakfast Fundraiser is scheduled for Tuesday, October 22nd at 9:30 a.m. This event supports the BCCLS scholarship program and provides a networking opportunity for the FORL. Tickets are \$45 each. Upon motion by Mrs. Martin, seconded by Mayor Dillon, and approved unanimously, the cost of the breakfast will be covered by the library board.

The library recently received a donation of \$5,000 from Bill Irwin through a family related charitable fund. He previously donated over \$10,000 to the library which had been earmarked for large print materials. Director Latham spoke with Mr. Irwin and it was decided that the library may also use the previous funds for the purchase of digital eBooks and streaming audiobooks through the Overdrive Advantage program. Additionally, the library can use the current \$5,000 donation at its discretion.

Director Latham met with the branch manager of the Ramsey branch and the district manager of Unity Bank. They are very interested in donating to the library to support library events and/or services. During their meeting, a Mini-Golf Fundraiser was discussed. A nonprofit company creates an 18-hole mini-golf course inside the library. One possibility is to have a two-day event with families on a Saturday for a discount price and a Friday evening event just for adults with wine and food. Additionally, each hole can be sponsored by local businesses. The cost of the event is \$2,500. Unity Bank expressed an interest in the event and will get back to Director Latham regarding the scope of their financial assistance.

Ramsey Free Public Library

Meeting of the Board of Trustees August 12, 2019

Director Latham shared an issue with book publishers which will make loaning digital content from libraries more difficult. Macmillan, for example, announced that libraries will only be able to purchase one digital copy of newly published items for the first eight weeks following publication. He included links to two articles regarding the situation in the monthly packet and will continue to provide the trustees with pertinent updates.

Various items are being added to the library's collection including STEM tools, board games, a bird watching kit, and disc golf kits.

Director Latham is working on a Fall Harvest Festival with the Farmers' Market.

The milkweed was planted by the Girl Scouts. He would like to add more native species to the area.

Consent Resolution: None

Public Comment: None

Unfinished Business: Mayor Dillon asked about the policy regarding the use of the library as a warming center/emergency center. Director Latham will contact Ralph Venturini of the Office of Emergency Management and he should have something available at the September meeting.

New Business: None

At 8:15 p.m., the meeting was closed on motion by Mrs. Knauss, seconded by Mrs. Martin, and passed.

