

Ramsey Free Public Library

Meeting of the Board of Trustees September 9, 2019

The September 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. FitzPatrick, Mrs. Knauss, Mrs. Ohnegian, Mr. Phelan, Mrs. Thompson, Trustees, Councilwoman Jachzel, and Director Latham. Mayor Dillon, Mrs. Rennie, and Mrs. Tuntigian were absent. Mrs. Tuntigian will be leaving the library board. Her replacement, Mrs. McCaskey, was in attendance. The minutes of the August 12, 2019 meeting were accepted as received on motion by Mr. Phelan, seconded by Mrs. Thompson, 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 August, 2019. He will begin working on the 2020 budget with Director Latham. Upon motion by Mrs. Martin, seconded by Mr. Phelan, approval to pay the August bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: In August, there were fifty-eight programs attended by 819 patrons.

The library board's pre-meeting executive committee met on Thursday, September 5th, to discuss the upcoming board meeting topics and Ramsey Day.

Director Latham contacted Anthony Reganato of A.A.R. Management Services regarding the status of both the maintenance contract with his new company and the alarm system. To avoid further false alarms, the security system is not being turned on until the problem is rectified. Mr. Reganato will continue to handle the security cameras, but he is recommending another person for the alarm system. Director Latham will meet with the recommended person and secure a proposal from him. Mr. Reganato might be able to help with WiFi and new access points.

The DPW installed the door stops, removed the broken tree branches next to the library's parking lot, and fixed the fountain in front of the library which may have been impacted by the shifting of the ground underneath it.

There was an HVAC leak above the Circulation Desk in the same place where a pan had been installed to handle a previous leak. The HVAC company cleared a blockage for water flow and recommended routine checks and the clearing of the area as part of its biannual service. In the process, a ceiling tile was damaged. A replacement tile is available, but holes need to be cut for a sprinkler head and a light fixture. A general contractor will complete that necessary work.

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Meeting of the Board of Trustees September 9, 2019

During the Labor Day weekend, OxyMagic fully cleaned the library's carpets. However, there is a paint spot in the community room which could not be removed. All groups which use that room will be reminded about cleaning up the room after use and preventing all spills.

There were some excellent events in August which were highlighted by Director Latham, including Telescope Night (25 attendees), Planetarium Event (22), Unique Creatures (90), Build a Fort, Meet and Greet with a Wolf Dog, Dungeons & Dragons, Universe Bracelets, Tea Blending, Elder Law Presentation (21), and another After Hours Concert and Open Mic (25).

Unity Bank has agreed to provide the library with a \$1,500 donation toward the Mini-Golf Fundraiser which has been run successfully by the Glen Rock Library and the Paramus Library. A nonprofit company creates an 18-hole mini-golf course inside the library. Ramsey's event would span two days, February 28th and February 29th, with the first day for adults only on Friday night and would feature local food, a wine tasting and the mini-golf. The second day would be an all-day Saturday event for families with a lower ticket price. Local businesses will be solicited to sponsor each of the eighteen holes.

The final technology upgrades include the installation of charging stations at desks and tables around the library and upgrading of the WiFi signal. The network will be configured with the aid of JerseyConnect, a service through the NJ State Library. The new Scanning Station for the public features two scanners, a flatbed scanner for high resolution scans and a feeder scanner for fast, multipage documents.

Several hundred items have been weeded from the physical collection. This weeding provides additional shelf space leading to improved shelf locations for new additions as well as various other items from the library's collection.

A plan has been developed to relocate the study carrels located in the Teen Room to the study area next to the Teen Room. The rectangle tables that are currently located in that area would then be moved into the Teen Room. All of the computers have been moved out of the Teen Room and have been combined with the main bank of public computers. Director Latham delineated the reasons for the relocation. Since the rectangle tables are easily moved, a secondary program/event space would be available for the library to utilize for smaller events and meetings such as arts and crafts activities, community meetings, and classroom setting events. Since the study carrels do not fit through the door, they will need to be disassembled and then reassembled in their new location. There is a company which will provide that service for a charge of \$500.

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Meeting of the Board of Trustees September 9, 2019

Various items have been added to the library's tech lending collection including STEM education kits, retro gaming consoles, robotics, board games, a bird watching kit, disc golf kits, and a simple coding kit for ages three to six. A new locker system is being assembled to house the items.

There was discussion about the two cameras which are currently in the staff room. The library has a system of sixteen security cameras located inside and outside the library. The Union has made a formal request for the cameras to be moved out of the staff area. Director Latham's investigation of the issue found that all of the paperwork which is currently stored in the staff area is publicly accessible information. He has seen limited incidents of unauthorized access of the staff area. Additionally, there are two cameras positioned outside of the staff area which have a clear view of the only entrances to the staff area. There are two very suitable places for relocation of the cameras from the staff room, the Quiet Study room and the outdoor gazebo area. Upon motion by Mrs. Martin, seconded by Mr. Phelan, removal of one camera from the staff room to be used in the Quiet Study room was approved, with one negative vote.

The summer reading program was extremely successful. Fewer events were offered, 152 in 2018 and 133 in 2019, but attendance was higher in 2019 (2,104 participants) in comparison with 2018 (1,869 participants). Regarding just the reading portion, there were fewer participants in 2019 but more children (280) finished the program. Two hundred forty adults wrote book reviews. The raffle and the big prize of a telescope were well-received.

There has been considerable positive feedback regarding the elimination of fines for children and teen materials along with requests to extend the programs to adult items. Comparing the fine income for the months of July and August in 2018 and 2019, fine revenue was \$2,624.25 in 2018 and \$2,717.19 in 2019, a slight increase which could stem from several reasons which Director Latham delineated. Upon motion by Mrs. Thompson, seconded by Mrs. FitzPatrick, the continuation of the trial of elimination of fines on all items for children and teens, with a report in December, was unanimously approved.

Upon motion by Mrs. Martin, seconded by Mrs. FitzPatrick, closing the library the morning of Monday, September 30th, from 9 a.m. to noon, in order to conduct a fall staff meeting and training session was unanimously approved.

Upon motion by Mrs. Martin, seconded by Mrs. Thompson, the update of the Notary Service Policy was unanimously approved.

Ramsey Free Public Library

Meeting of the Board of Trustees September 9, 2019

Upon motion by Mrs. Martin, seconded by Mrs. FitzPatrick, the VHS to DVD Conversion Policy was unanimously approved as amended. Point eight was amended so that items which are not picked up after thirty days will be discarded.

There were four hours of overtime in August.

Director Latham is waiting to meet with Ralph Venturini of the Office of Emergency Management regarding the use of the library as a warming center/emergency center.

Consent Resolution: None

Public Comment: Members of the public commented upon all of the work which takes place during a meeting and removal of the rug from the meeting room.

Unfinished Business: None

New Business: None

At 8:41 p.m., the meeting was closed on motion by Mrs. Knauss, seconded by Mrs. FitzPatrick, and passed.