

November 16, 2017

The Regular meeting of the Board of Trustees of the John F. Kennedy Memorial Library was called to order at 5:10pm.

Ms. Willms informed the Board that adequate notice of this meeting was forwarded to the newspapers and the Borough Clerk's office in compliance with the Open Meetings Law.

All stood for the Pledge of Allegiance

Attendance Roll Call

Present – Albro, Bucaro, Centanni, Dabal, DiBernardo, Lee, Mizdol,
Preinfalk.

Absent – Thompson.

Minutes

On a motion by Mrs. Centanni, seconded by Mrs. DiBernardo the minutes of the October 19, 2017 meeting were accepted as written.

Roll Call: All in Favor – So Ordered.

Public Portion

There being no one from the public present, this portion of the meeting was open and closed.

Budget Report

There was discussion at this point in the meeting of issues that would also be discussed at both of the Finance Committee report and the Facilities Committee Report. The main issue was the lack of clarity in the accounting report the library receives from the Borough on a quarterly basis. Concerns were: who pays the utility bill for the building; monthly medical amounts for library staff; payroll services; money taken from library funds for gas used by the Borough vehicles. Ms. Willms was asked to email the Borough Administrator in an attempt to figure all this out.

As far as the library's monthly budget report goes, the Library Board saw no problems regarding the financials so a motion was made by Mrs. Centanni and seconded by Mrs. Mizdol to accept the budget report.

Roll Call: Aye – Albro, Bucaro, Centanni, Dabal, DiBernardo, Lee, Mizdol, Preinfalk.

New Business

Director's Report

Ms. Willms brought before the Board a few items that needed Board approval to move forward.

The Library received a letter from the Wallington High School Athletic Hall of Fame asking if the library would be interested in purchasing an ad for the event. Everyone saw no problem since it was something the Library Board had approved of in the past. So a motion was made by Mr. Albro and seconded by Mrs. Preinfalk to fill out the paperwork requesting for a half page ad. It was suggested that Ms. Willms email to Mrs. Preinfalk the graphic the library has been using for the ad.

Roll Call: Aye – Albro, Bucaro, Centanni, Dabal, DiBernardo, Lee, Mizdol, Preinfalk.

Kencor Elevator Systems sent an estimate to filter the oil and clean the power unit for \$1,213.22, both tasks necessary for optimal operation of the elevator especially in the winter months. So a motion was made by Mrs. DiBernardo and seconded by Mrs. Mizdol to approve the estimate and have the work done on the elevator.

Roll Call: Aye – Albro, Bucaro, Centanni, Dabal, DiBernardo, Lee, Mizdol, Preinfalk.

Ms. Willms informed the Board of a Friend of the Library workshop being offered by BCCLS. Ms. Willms will forward the email to Board members.

There being no further discussion under Director's Report, a motion was made by Mrs. Dabal, seconded by Mrs. Preinfalk to accept the Director's Report as written.

Roll Call: All in Favor – So Ordered.

Bills

There being no discussion regarding this month's bills, a motion was made by Mrs. DiBernardo, seconded by Mrs. Bucaro, all bills presented will be paid.

Roll Call: Aye – Albro, Bucaro, Centanni, Dabal, DiBernardo, Lee, Mizdol, Preinfalk.

Committee Reports

FUNDRAISING - Mrs. Centanni had looked at the incorporation binder for the Friends of the Library and believes the group may have to reapply for incorporation status.

Mrs. Dabal would like to see some sort of social event in the New Year so people in the town will learn of the status of the new library, and hopefully become involved in getting the Friends' group up and running.

PROGRAMMING – Several ideas were discussed regarding how to get more residents to come to the library for programs sponsored by the library. One suggestion was including a small newsletter on the back of the monthly calendar. It was also discussed that one Trustee and one staff member be responsible for social media postings. Mrs. Mizdol will take on the challenge from the Board, and Ms. Sorotowicz was mentioned as the staff member. Ms. Willms will speak with her about adding this task to her other functions.

FINANCE – This is where the discussion regarding charges to the library's budget the town has been making throughout the years. This is an ongoing fact-finding mission as numerous questions and concerns have arisen from closely examining the accounting the Library receives from the Borough quarterly. At the direction of Mr. Albro and Mrs. Dabal, Ms. Willms will contact Jane Fontana with all these questions and concerns.

PERSONNEL – This committee was mostly concerned with getting a new Youth Services employee on staff. Once the Board approves, Ms. Willms will post the ad at the library and at the Civic Center, on the BCCLS website, and the library's website. It can also be advertised on Facebook and other social media if possible.

Old Business

New Library Update

Mr. Albro informed the Board that a preliminary plan had been completed by Mr. Anthony Iovino, which provided a project layout and the amount of square footage needed to meet the needs required for a new library building.

Since the library construction bond referendum had been passed a question was asked how soon those funds would be available. Regulations and the criteria for the grant have to be put in place. Since our architect for the project had been on the NJLA committee that spearheaded the referendum, it is our belief that he will be able to let the Board know what needs to be done

to pursue a grant for our new library building.

Youth Services Position

Ms. Willms was given the go ahead to advertise for the position, and that will be completed sooner than later.

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Other Business

Mr. Albro requested that Ms. Willms bring before the Board at its January meeting a request for salary increases for the year 2018. Ms. Willms will meet with staff and have a figure ready for the Board's consideration.

Bonding for Trustee Treasurer and back-up signer for library bills.

Since the documentation provided to Ms. Willms was very vague regarding who in the library—other than the Director—is bonded, Ms. Willms was asked to contact Ms. Fontana and have both Mrs. Centanni and Mrs. Mizdol bonded as a security measure.

Adjournment

The next meeting date will be **Thursday January 18, 2018 at 5:00pm.**

On a motion by Mrs. Dabal, seconded by Mrs. Mizdol the meeting was adjourned at 6:15pm.

Roll call: All In Favor—So Ordered.