February 20, 2020

The Regular meeting of the Board of Trustees of the John F. Kennedy Memorial Library was called to order at 5:00pm.

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.

**Attendance Roll Call**

**Minutes**
There being no discussion a motion was made by Mrs. DiBernardo, seconded by Mrs. Bucaro to accept the minutes of the January 16, 2020 Library Board meeting.

Abstain - Dabal, Preinfalk.

**Public Portion**
Mr. Robert Stamper was present and asked the Trustees if he could get in writing the reason why he was let go of his library position. He was directed to contact the Borough Administrator.

There being no one else present a motion was made by Mrs. DiBernardo seconded by Mrs. Lee to close the Public Portion.

Abstain - Dabal, Preinfalk.

**Budget Report**
The library does not yet have a bookkeeper employed so there were no updated financial statements to present to the Board. Mrs. Centanni asked if the 2019 budget report had been reconciled with the Borough accounting,
but again, since there is no bookkeeper the 2019 budget report could not be updated. Ms. Willms was asked to continue getting monthly printouts from the Borough so all the information will be available when a new bookkeeper is hired.

New Business

Director’s Report
Ms. Willms handed to all copies of a schedule of “Regional Listening Meetings” for Trustees hosted by BCCLS Executive Director, Dave Hanson. Two handouts showing BCCLS activity for all of 2019 and for the month of January 2020 was given to everyone present. This “wheel” highlights activities, events and movement among libraries, which illustrates the importance of BCCLS to its member libraries.

Ms. Willms also handed out copies of a letter from the State indicating the revoked status of the Friends of the Library. The NJ Department of the Treasury has devised a temporary, streamlined program whereby organizations in revoked status can either reinstate their activities or dissolve its operations. This program begins on March 1, 2020 and runs through June 15, 2020. Ms. Willms will go on the website listed in the correspondence and follow the directions to determine the best resolution.

On a motion by Mrs. Mizdol, seconded by Mrs. Thompson, the Director’s Report was accepted.

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

Bills
There was a question about the payment to Paper Clips’ an office supply company. Ms. Willms told Board members it was payment for an old invoice that had not been received by the library till recently. This will be the last payment to this vendor since the library now uses W.B. Mason whose products are much less costly.

Mrs. Dabal asked about Renaissance Web Solutions regarding the maintenance/hosting of the library’s website. Ms. Willms is hoping to have the updating and maintenance of the website to eventually be done in-house relieving the library of this monthly charge.

A motion was made by Mrs. Mizdol, and seconded by Mrs. Thompson to pay all bills presented at this month’s Board meeting.
Abstain – Dabal, Preinfalk.

Committee Reports
FINANCE - Mrs. Centanni would like to see the PSE&G invoices for the Library and VFW separated into two line items. Ms. Willms will email the Borough Administrator to request this.

Mrs. Mizdol requested that another Board member be appointed to the Finance Committee. She could possibly be away for the next 2 Board meetings and would like to see someone else working with Mrs. Centanni during her absence.

PROGRAMMING - Mrs. Lee handed out information about another artist who lives in town by the name of Maria Majka Nowak. She would like to host a program for children and/or adults sometime in April. Ms. Willms will speak with Ms. Dunsheath about scheduling this program.

Old Business
New Library Update
Mr. Albro spoke of the email sent by Mr. Iovino outlining what his firm will be doing as we move forward in the application process for obtaining funds from the State for the new library. The architect’s cost for this next phase will be $7,500.00. Mr. Albro called for a motion to approve this payment to the architect.

A motion was made by Mrs. Centanni seconded by Mrs. DiBernardo to pay the architect this fee.

Abstain – Dabal, Preinfalk.

Mr. Albro addressed the next order of business which is to transfer the money from the Library’s Capital Account Building Fund to the Operating Account.

A motion was made by Mrs. Mizdol seconded by Mrs. Centanni to move $7,500.00 from the Capital account to the Operating account.

Abstain – Dabal, Preinfalk.

**Bequest Update**
Mr. Albro stated that there will be a presentation at the February 27, 2020 Mayor and Council meeting. All are welcome to attend.

**Other Business**
Mrs. Centanni asked if a staff meeting had been held addressing the First Amendment Audits that are popping up at assorted venues. Ms. Willms informed the Board that a mandatory staff meeting had been held at which this matter was discussed.

There was a discussion regarding the 4 job positions available at the library. Ms. Willms was asked to contact the New Jersey Library Association, the State Library, and the library school at Rutgers to determine if the want ad for library director can be placed on their respective websites.

Mrs. Thompson informed the Board her husband would be available to help out with some custodial duties at the library if and when needed.

The custodian position may be changed to become a contracted service. The individual filling this position would perform custodial duties throughout the town.

Mr. Albro and Mrs. DiBernardo will be doing the interviews for the library positions. Ms. Willms will get the applications from Mr. Olmo and schedule the interviews.

There being no other issues or concerns brought before the Trustees at this time, the meeting moved to adjournment.

**Adjournment**
The next meeting will be held on Thursday March 19, 2020 at 5:00pm.

On a motion by Mrs. DiBernardo, seconded by Mrs. Mizdol the meeting was adjourned at 5:53pm.

Roll call: All in favor—so ordered.