

TRUSTEES OF THE FREE PUBLIC LIBRARY
BOROUGH OF NORTH HALEDON

Minutes
April 11, 2018
Regular Meeting

- A. Meeting called to order: 7:34 p.m.—John Fearn presiding
- B. Reading of the Open Public Meetings Act: This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of April 11, 2018 was included in a list of meetings notice sent to the NORTH JERSEY HERALD & NEWS and THE HAWTHORNE PRESS on January 18, 2018, was posted on the bulletin board and remains continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the Office of the Borough Clerk.

Proper notice having been given, the Secretary is directed to include this statement in the minutes of this meeting.

- C. Roll call:
1. Members present: Shirley De Groot, John Fearn, Mayor Randy George, Erik Malpica, Holly Rogers
 2. Members absent: Joanne Tattersall (excused)
 3. Staff present: Susan Serico, Library Director
 4. Guests present: None
- D. Correspondence: None
- E. Minutes of the previous meeting: **Motion to approve the minutes of the previous meeting of March 14, 2018 made by Erik Malpica and seconded by Holly Rogers. Motion carried.**
- F. Treasurer's General Fund Report: **Motion to receive the February 2018 Treasurer's General Fund Report made by Erik Malpica and seconded by Shirley De Groot. Motion carried.**
- G. Treasurer's Gift Account Report: **Motion to receive the February 2018 Treasurer's Gift Account Report made by Erik Malpica and seconded by Shirley De Groot. Motion carried.**
- H. Treasurer's Capital Account Report: **Motion to receive the February 2018 Treasurer's Capital Account Report made by Erik Malpica and seconded by Shirley De Groot. Motion carried.**

- I. Bills in Order to Be Paid: **Motion the bills for March 15-April 11, 2018 be paid if and when the funds are available made by Shirley De Groot and seconded by Erik Malpica. Motion carried.** (Copy attached and made part of the within minutes.)
- J. Director's Report: **Motion to receive the March 2018 Director's Report made by Erik Malpica and seconded by Holly Rogers. Motion carried.**
- K. Committee reports:
1. Public Relations
 - a. Six members of the Green Team met at the library on March 15.
 - b. 11 Girl Scouts and seven parents also met at the library on March 15.
 - c. 13 children in grades K-4 attended After-School Story Time on March 16.
 - d. Seven women made suncatchers with Miss Ro at the March 20 Crafty Ladies workshop.
 - e. The Friends of the Library Executive Board met on March 20 with six members in attendance.
 - f. Eight students in grades 3-5 learned about the world of birds during Miss Donna's March 23 Super Science class.
 - g. 11 adults enjoyed watching *Hidden Figures* on March 27. A Movies Worth Watching presentation, the monthly film series is sponsored by the Friends of the Library.
 - h. 12 members of the Public Events Committee met at the library March 27.
 - i. Six members of Angels for Animals met at the library on March 28.
 - j. In observance of Spring Break, the week of April 2 was designated as Makers Week. Approximately 10 children stopped by the library each afternoon to "tinker" with Legos, blocks, gears, etc. and create structures, creatures, vehicles and more. Materials for Makers Week were provided by the Friends of the Library.
 - k. On April 3, close to 40 people attended Angelo Cifaldi's presentation on local artist, Otto Benz. A Tuesday Talks for Seniors program, the event sparked much interest in the community. Refreshments were provided by the Friends of the Library.
 - l. 11 women discussed *The Great Alone* by Kristin Hannah at the April 10 Readers Kaffeeklatsch. Joanne Tattersall moderated the discussion.
 - m. Upcoming programs:
 - (1.) Jersey Boys (4/12)
 - (2.) Super Science (4/13)
 - (3.) Baby Play Time (4/16-5/21)
 - (4.) Crafty Ladies (4/17)
 - (5.) Toddler Story Time (4/18-5/23)
 - (6.) Walk 'n' Talk (4/18)
 - (7.) Angels for Animals (4/18)
 - (8.) Preschool Story Time (4/20-5/25)
 - (9.) After-School Story Time (4/20)
 - (10.) Movies Worth Watching (4/24)

- (11.)Public Events Committee meeting (4/24)
- (12.)Chair Yoga (4/26-5/24)
- (13.)Super Science (4/27)
- (14.)Tuesday Talks for Seniors (5/1)
- (15.)Board Game Day (5/4)
- (16.)Readers Kaffeeklatsch (5/9)

2. Personnel

- a. The Mayor stated the starting salary for Municipal Building employees is \$35,000 and suggested that Chris Caglio be given a \$2,500 raise to bring his salary more in line with the Borough's pay scale. **Motion Chris Caglio be given a \$2,500 raise, bringing his 2018 annual salary to \$33,860, made by Erik Malpica and seconded by Holly Rogers. Motion carried.**

3. Building, Grounds and Expansion:

- a. Pride Alarms, Inc. completed installing the fire alarm system today.

4. Policy/Library Service:

- a. The library was closed on March 21 as the Governor had declared a State of Emergency due to snow.
- b. The library was closed on April 6 due to a water main break on High Mountain Road. (Public buildings must provide restroom facilities.)
- c. A Food Truck Festival will be held on the recreation fields adjacent to the library on June 16, 2018. **Motion to close the library on June 16, 2018 made by Holly Rogers and seconded by Erik Malpica. Motion carried.**

5. Finance:

- a. The Mayor stated the Borough has adopted the 2018 budget. The Library's appropriation for 2018 is \$457,174. (This is a \$10,000 increase over the 1/3 mil minimum funding level.
- b. The Director recommended the additional funding be applied to five line items: salaries, eBooks, PCs & related equipment, landscaping, and pest control. **Erik Malpica moved and Holly Rogers seconded a motion to increase the following line items as per the Director's recommendation and revise the budget accordingly:**
 - (1) Salaries - \$2,500.00
 - (2) eBooks - \$2,500.00
 - (3) PCs & related equipment - \$2,000.00
 - (4) Landscaping - \$2,000.00
 - (5) Pest control - \$1,000.00**Motion carried.** (Copy of revised budget attached and made part of the within minutes.)

L. Unfinished business: None

M. New business: None

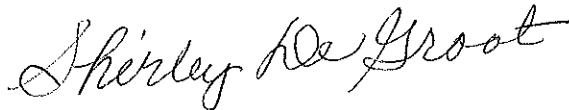
P. Motion to open meeting to public for discussion: **Motion to open the meeting to the public for discussion made by Erik Malpica and seconded by Holly Rogers. Motion carried.**

Q. Motion to close the floor to the public: **There being no public present, motion to close the floor to the public made by Holly Rogers and seconded by Erik Malpica. Motion carried.**

R. Motion to close the meeting: **There being no further business to discuss, motion to close the meeting and adjourn at 8:20 p.m. made by Holly Rogers and seconded by Erik Malpica. Motion carried.**

S. Date of next regularly scheduled meeting: The next meeting of the Trustees of the Free Public Library of the Borough of North Haledon will be held May 9, 2018 at 7:30 p.m. in the library.

Respectfully submitted,



Shirley De Groot
Secretary

Sfs

Free Public Library
Borough of North Haledon

**Bills in Order to Be Paid
March 15 - April 11, 2018**

I. GENERAL FUND

A. SALARIES/LONGEVITY (March 2018) 19,535.60

B. FRINGE BENEFITS

Social Security (March 2018) 1,494.48
Unemployment/Disability (March 2018) 29.31
1,523.79

C. MATERIALS

Audiovisual:

CDs:

Recorded Books, LLC (75751250, 75751869, 75753988,
75758202, 75759806, 75759502, 75752560, 75760062,
75760295) 425.42

DVDs:

Baker & Taylor (Q18522570, Q19654410, Q20344140) 402.44

Books:

Baker & Taylor (3021951358, 3022077561, 3022087471, 3022089249,
3022092876, 3022094392, 3022112734) 1,887.93
Cavendish Square (CAL3098501) 195.54

Computer-readable:

eBooks:

OverDrive, Inc. (06137CO18043348, 06137CO18043936,
06137CO18052116, 06137CO18057012)) 859.00
PALS Plus (2784) 751.27

4,521.60

D. COMPUTER COSTS

Integrated Library System:

Operating expenses:

PALS Plus (2783) 3,975.00

Telecommunications:

PALS Plus (2785) 615.00

4,590.00

E. OTHER LIBRARY OPERATING EXPENDITURES

Communications:

AT & T (02/28/2018-03/28/2018) 150.16

Library Supplies:

Staples Credit Plan (2043072831) 31.85

Office Equipment Maintenance/Repairs:

Entel Systems (05/01/2018-04/31/2019) 500.00

Public Relations:

Art & Craft Supplies:

Adult programs:

Oriental Trading Company (688956657-01) 22.97

Childrens' programs:

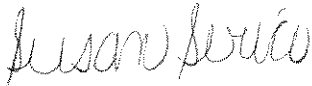
Oriental Trading Company (689186973-01) 18.97

Free Public Library
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**Bills in Order to Be Paid
March 15 - April 11, 2018**

Book club supplies:		
Adult programs:		
Baker & Taylor (3022087477)	340.40	
Hospitality:		
Susan Serico (Half 'n' half, water, coffee, tea, etc.)	<u>82.58</u>	
		1,146.93
F. PLANT OPERATION & MAINTENANCE		
Custodial Supplies:		
Staples Credit Plan (2049602261)	211.11	
Lighting, Heating, A/C:		
Public Service Electric & Gas Co. (02/26/2018-03/27/2018)	1,763.67	
Pest Control:		
Valley Pest Services, LLC (1649)	<u>625.00</u>	
		<u>2,599.78</u>
TOTAL DISBURSEMENTS FROM GENERAL FUND		33,917.70

Respectfully submitted,



Susan Serico
Director

**Free Public Library
Borough of North Haledon**

**Budget
2018
(Adopted 1/10/2018; Revised 4/11/2018)**

	General Fund	Capital Acct.	Totals
Salaries/Longevity:	267,410.00	0.00	267,410.00
Fringe Benefits:			
Group health insurance	54,000.00	0.00	54,000.00
PERS	0.00	0.00	0.00
Social Security	20,266.00	0.00	20,266.00
Unemployment/Disability	398.00	0.00	398.00
Materials:			
Audiovisual:			
CDs (Spoken & music)	5,500.00	0.00	5,500.00
DVDs	3,500.00	0.00	3,500.00
Books	22,000.00	0.00	22,000.00
Computer-readable materials:			
Databases	0.00	0.00	0.00
eBooks	13,000.00	0.00	13,000.00
Software/programs, licenses	750.00	0.00	750.00
Periodicals/Newspapers	3,500.00	0.00	3,500.00
Computer Costs:			
Integrated library system	18,500.00	0.00	18,500.00
PCs & related equipment	6,000.00	0.00	6,000.00
PC supplies	5,500.00	0.00	5,500.00
Technical support	3,000.00	0.00	3,000.00
Other Library Operating Expenditures:			
Audit	1,800.00	0.00	1,800.00
Communications (telephone)	2,000.00	0.00	2,000.00
Conferences/workshops	100.00	0.00	100.00
Library equipment	6,000.00	0.00	6,000.00
Library furnishings	0.00	0.00	0.00
Library supplies & printing	5,000.00	0.00	5,000.00
Office equipment maintenance/repairs	2,000.00	0.00	2,000.00
Public relations programs/supplies	3,500.00	0.00	3,500.00
Travel expenses	50.00	0.00	50.00
Plant Operation & Maintenance:			
Air-conditioning service	1,000.00	0.00	1,000.00
Carpet/floor maintenance	6,500.00	0.00	6,500.00
Cleaning service (Substitute)	776.00	0.00	776.00
Custodial supplies & equipment	2,500.00	0.00	2,500.00
Landscaping	3,000.00	0.00	3,000.00
Lighting, heating & air-conditioning	20,000.00	0.00	20,000.00
Multi-peril insurance	9,100.00	0.00	9,100.00
Pest control	1,000.00	0.00	1,000.00
Repairs	3,000.00	0.00	3,000.00
Water	1,500.00	0.00	1,500.00
Window cleaning	1,800.00	0.00	1,800.00
Renovations/Expansion	0.00	45,755.00	45,755.00
Contingency:	0.00	0.00	0.00

	493,950.00	45,755.00	539,705.00