

TRUSTEES OF THE FREE PUBLIC LIBRARY
BOROUGH OF NORTH HALEDON

Minutes
February 14, 2018
Annual & Regular Meeting

- A. Meeting called to order: 7:35 p.m.—President 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 February 14, 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: John Fearn, Mayor Randy George, Erik Malpica, Holly Rogers, Joanne Tattersall
 2. Members absent: Shirley De Groot (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 January 10, 2018 made by Holly Rogers and seconded by Erik Malpica. Motion carried.**
- F. Treasurer's General Fund Report: **Motion to receive the December 2017 Treasurer's General Fund Report made by Erik Malpica and seconded by Joanne Tattersall. Motion carried.**
- G. Treasurer's Gift Account Report: **Motion to receive the December 2017 Treasurer's Gift Account Report made by Joanne Tattersall and seconded by Erik Malpica. Motion carried.**
- H. Treasurer's Capital Account Report: **Motion to receive the December 2017 Treasurer's Capital Account Report made by Erik Malpica and seconded by Joanne Tattersall. Motion carried.**

- I. Treasurer's Annual Report: **Motion to receive the 2017 Treasurer's Annual Report made by Erik Malpica and seconded by Joanne Tattersall. Motion carried.**

- J. Bills in Order to Be Paid: **Motion the bills for January 11-February 14, 2018 be paid if and when the funds are available made by Erik Malpica and seconded by Joanne Tattersall. Motion carried.** (Copy attached and made part of the within minutes.)

- K. Director's Annual Report: **Motion to receive the 2017 Director's Annual Report made by Erik Malpica and seconded by Holly Rogers. Motion carried.**

- L. Director's Report: **Motion to receive the January 2018 Director's Report made by Erik Malpica and seconded by Holly Rogers. Motion carried.**

- M. Committee reports:
 - 1. Public Relations:
 - a. 15 adults are registered for the winter session of Chair Yoga which began on January 11 and runs through February 15. Chair Yoga is sponsored by the Friends of the Library.
 - b. Tech Talk, a series of one-on-one classes sponsored by the Friends, began January 11 and runs through February 15. Two sessions are held each Thursday evening.
 - c. 11 children ages 3-5 and a parent/caregiver are registered for Preschool Story Time which is held Friday mornings. The winter session began January 12 and ends February 16.
 - d. 11 children in grades K-2 learned about hibernation at the January 12 session of Super Science.
 - e. Seven women made top hat centerpieces at the January 16 Crafty Ladies workshop.
 - f. The Friends of the Library Annual Meeting was held on January 16. Re-elected to office were:
 - (1.)President – Joanne Tattersall
 - (2.)Vice President – Joseph Rutkowski
 - (3.)Treasurer – Jack Hainthaler
 - (4.)Secretary – Helen Simi
 - (5.)Trustees – Howard Jost, Allen Marchisin, Joseph Rigolio
 - g. Five members of the Green Team met at the library on January 18.
 - h. 12 children in grades K-4 attended the January 19 After-School Story Time.
 - i. 12 adults viewed Victoria and Abdul at the January 23 Movies Worth Watching presentation. Movies Worth Watching is sponsored by the Friends of the Library.
 - j. 11 members of the Public Events Committee met at the library January 23.
 - k. Nine children in grades 3-5 learned about hibernation during the January 26 session of Super Science.

- l. Approximately eight adults and eight girls attended the Girl Scout Recruitment Night on January 30.
 - m. 14 school-age children had a grand time playing Board Games February 2.
 - n. *A Quirky Guide to Joy* was the topic of Ed Malec's presentation for the February 6 Tuesday Talks for Seniors. 22 adults were in attendance. The Tuesday Talks are sponsored by the Friends of the Library.
 - o. 12 children in grades K-2 learned about the science behind colors at the February 9 Super Science class.
 - p. 13 women discussed *A Gentleman in Moscow* by Amor Towles at the February 13 Readers Kaffeeklatsch. The Director moderated the discussion.
 - q. Upcoming programs:
 - (1.)After-School Story Time (2/16)
 - (2.)Crafty Ladies (2/20)
 - (3.)Angels for Animals (2/21)
 - (4.)Super Science (2/23)
 - (5.)Baby Play Time (2/26-3/26)
 - (6.)Green Team Seed Education & Swap (2/26)
 - (7.)Movies Worth Watching (2/27)
 - (8.)Toddler Story Time (2/28-3/28)
 - (9.)Van Guard Medical Focus Group (2/28)
 - (10.)Chair Yoga (3/1-4/5)
 - (11.)Tech Talk (3/1-4/5)
 - (12.)Preschool Story Hour (3/2-3/23)
 - (13.)Board Game Day (3/2)
 - (14.)Tuesday Talks (3/6)
 - (15.)Makerspace Day (3/10)
 - (16.)Readers Kaffeeklatsch (3/13)
2. Personnel: No report
 3. Building, Grounds and Expansion:
 - a. During the week of February 19, High Mountain Electric will install new LED lights in the Tech Services Office, the Director's Office, the Conference Room, the restrooms, the Children's Room, the kitchen and the hallway adjacent to the kitchen.
 - b. High Mountain Electric will also install a commercial fire alarm system during the week of February 19.
 4. Policy/Library Service: No report
 5. Finance:
 - a. **As per the budget discussion held at the January 10, 2018 meeting of the Board, motion for a resolution to transfer twenty thousand dollars (\$20,000.00) from the General Fund to the Capital Account made by Erik Malpica and seconded by Holly Rogers. Motion carried. (Copy attached and made part of the within minutes.)**

- N. Unfinished business: None
- O. New business:
1. **Erik Malpica moved and Joanne Tattersall seconded a motion for a resolution to host in conjunction with the Friends of the Library a bus trip to see *Jersey Boys* at New World Stages on Thursday, April 12, 2018. (Copy attached and made part of the within minutes.)**
- P. Motion to open meeting to public for discussion: **Motion to open meeting to the public for discussion made by Joanne Tattersall 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 Erik Malpica and seconded by Holly Rogers. Motion carried.**
- R. Motion to close the meeting: **There being no further business to discuss, motion to close the meeting and adjourn at 8:30 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 March 14, 2018 at 7:30 p.m. in the library.

Respectfully submitted,



Susan Serico, Director
Secretary pro-tem

Free Public Library
Borough of North Haledon

Bills in Order to Be Paid
January 11-February 14, 2018

I. GENERAL FUND

| | | |
|--|---------------|-----------|
| A. SALARIES/LONGEVITY (January 2018) | | 19,313.60 |
| B. FRINGE BENEFITS | | |
| Social Security (January 2018) | 1,477.49 | |
| Unemployment/Disability (January 2018) | <u>28.97</u> | |
| | | 1,506.46 |
| C. MATERIALS | | |
| Audiovisual: | | |
| CDs: | | |
| Recorded Books, LLC (75702714, 75710470, 75712272, 7575713251, 75714211, 75713873) | 394.79 | |
| DVDs: | | |
| Baker & Taylor (Q09828990, Q13085060, Q14060560, Q14740430, Q14803910, Q15419810) | 411.19 | |
| Books: | | |
| Baker & Taylor (3021990226, 3021995235, 3022009963, 3022019559, 0003051618) | 1,256.23 | |
| Cavendish Square (CAL3077971) | 195.54 | |
| Grey House Publishing (345745) | 307.50 | |
| Scholastic Library (16346242, 16436439, 16429708, 16441101, 16479368) | 583.57 | |
| Computer-readable: | | |
| eBooks: | | |
| OverDrive, Inc. (06137CO17034214, 06137CO17087169, 06137CO18002027, 06137CO18003104, 06137CO18006505, 06167CO18011263, 06137CO18012589) | 587.97 | |
| PALS Plus (2728) | <u>259.06</u> | |
| | | 3,995.85 |
| D. COMPUTER COSTS | | |
| Integrated Library System: | | |
| Operating expenses: | | |
| PALS Plus (2725) | 3,975.00 | |
| Telecommunications: | | |
| PALS Plus (2726) | 123.00 | |
| PC Supplies: | | |
| Staples Credit Plan (1982099051) | <u>686.88</u> | |
| | | 4,784.88 |
| E. OTHER LIBRARY OPERATING EXPENDITURES | | |
| Communications: | | |
| AT & T (12/28/2017 - 01/28/2018) | 140.33 | |
| Library Equipment: | | |
| Staples Credit Plan (2000269841) | 59.99 | |
| Library Supplies: | | |
| Brodart Co. (491465) | 152.10 | |
| ELM USA Inc. (7994) | 147.33 | |
| Staples Credit Plan (19998853621) | 43.98 | |

Free Public Library
Borough of North Haledon

**Bills in Order to Be Paid
January 11-February 14, 2018**

Public Relations:

Art & Craft Supplies:

Adult programs:

Oriental Trading Company (688093312-01) 44.96
Susan Serico (Moveable eyes, wreaths, bird
seed, veg. shortening) 20.18

Children's program:

Oriental Trading Company (688072901-01) 29.96
Susan Serico (Prizes, cotton balls, sand, etc.) 37.34
Staples Credit Plan (1988719931, 1998852731,
1999589831) 53.88

Book club supplies:

Adult programs:

Baker & Taylor (3022003043) 314.72

Hospitality:

Staples Credit Plan (1984227821) 51.43

1,044.77

F. PLANT OPERATION & MAINTENANCE

Carpet & Floor Maintenance:

Mark IV Dry Carpet Cleaning Service (4282) 460.00

Custodial Supplies:

Vac Shack (Pro Team Upright vacuum; vacuum bags) 466.98
Staples Credit Plan (2000113981, 2000114571) 199.69

Lighting, Heating, A/C:

Public Service Electric & Gas Co. (12/26/2017-01/25/2018) 2,589.34

3,716.01

TOTAL DISBURSEMENTS FROM GENERAL FUND

34,361.57

Respectfully submitted,



Susan Serico
Director

Trustees of the Free Public Library
Borough of North Haledon

RESOLUTION
#2 – 2018

TITLE: RESOLUTION TO TRANSFER FUNDS

WHEREAS the Trustees of the Free Public Library of the Borough of North Haledon have analyzed the capital improvement needs of the Library;

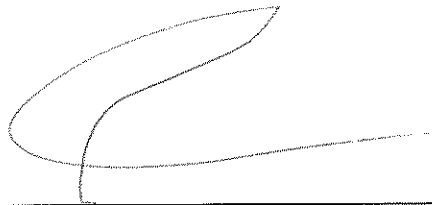
AND WHEREAS the Trustees have identified several needed capital improvement projects;

AND WHEREAS the Trustees have determined that the Capital Projects will contribute to the provision of efficient and effective library services to the public;


AND WHEREAS, the Trustees have determined it is necessary to reserve funds to provide for Capital Projects

NOW THEREFORE BE IT RESOLVED by the Trustees of the Free Public Library of the Borough of North Haledon that the Treasurer be authorized to make the following transfer.

| | | |
|-----------------|--|-------------|
| FROM: | | |
| General Fund | | \$20,000.00 |
| TO: | | |
| Capital Account | | \$20,000.00 |



John Fearn, President



Holly Rogers, Treasurer

ADOPTED: 2/14/2018

Trustees of the Free Public Library
Borough of North Haledon

RESOLUTION
#3 – 2018

TITLE: RESOLUTION TO HOST A BUS TRIP TO *JERSEY BOYS*

WHEREAS, the Trustees of the Free Public Library of the Borough of North Haledon in conjunction with the Friends of the North Haledon Free Public Library periodically host bus trips to Broadway Shows for Borough residents and non-residents alike,

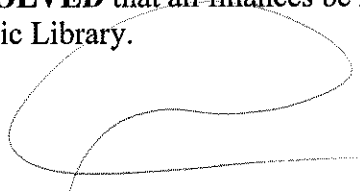
AND WHEREAS, there has been interest in a trip to see *Jersey Boys*,

NOW THEREFORE BE IT RESOLVED by the Trustees of the Free Public Library of the Borough of North Haledon,

THAT the Library Board of Trustees conducts a trip to see *Jersey Boys* at New World Stages/Stage One, 340 West 50th Street, New York, New York on April 12, 2018;

AND THAT this trip be carried out through the Friends of the North Haledon Free Public Library.

MAY IT FURTHER BE RESOLVED that all finances be handled through the Friends of the North Haledon Free Public Library.



John Fearn, President



Holly Rogers, Treasurer

ADOPTED: 2/14/2018