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LEONIA PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting
January 10, 2024

1. Call to Order and Announcement of Compliance with the Open Public Meeting Law — 7:37 PM
2. Attendance — Besides the Trustees and Acting Council Liaison listed below, Director Michelle Malone was in attendance.

	Present	Absent
Ms. Boyd	X	
Ms. Carillo		X
Dr. Gatens	X	
Ms. Heveran	X	
Dr. Houghton	X	
Ms. Kim	X	
Ms. Park	X	
Ms. Tausner	X	
Mr. Wilds	X	
Councilman Hesterbrink	X	

3. 2024 Board Reorganization

- a. Swearing-in - Suzie Park
- b. Officers

- i. President - Sue Boyd

Ms. Heveran thanked Ms. Boyd for her continued service.

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		
Ms. Carillo					
Dr. Gatens			X		
Ms. Heveran			X		
Dr. Houghton			X		
Ms. Kim	X		X		
Ms. Park			X		
Ms. Tausner			X		
Mr. Wilds		X	X		

- ii. Treasurer - Brad Wilds

Ms. Heveran thanked Mr. Wilds for his continued service.

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd	X		X		
Ms. Carillo					

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Dr. Gatens			X		
Ms. Heveran		X	X		
Dr. Houghton			X		
Ms. Kim			X		
Ms. Park			X		
Ms. Tausner			X		
Mr. Wilds			X		

iii. Secretary - Susie Kim

Ms. Tausner thanked Ms. Kim for volunteering for the role of Secretary. Mr. Wilds and Ms. Heveran thanked Ms. Tausner for her service.

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		
Ms. Carillo					
Dr. Gatens			X		
Ms. Heveran			X		
Dr. Houghton			X		
Ms. Kim			X		
Ms. Park		X	X		
Ms. Tausner	X		X		
Mr. Wilds			X		

Ms. Kim took over the role of Secretary from Ms. Tausner.

4. Approval of Meeting Minutes

a. Open Session — December 13, 2023

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		
Ms. Carillo					
Dr. Gatens	X		X		
Ms. Heveran			X		
Dr. Houghton					X
Ms. Kim			X		
Ms. Park			X		
Ms. Tausner			X		
Mr. Wilds		X	X		

5. Financial Report

a. 2023 Financial Year Review —

Budget vs. Actual - Municipal Report. Ms. Malone reviewed the report, noting that the proposed Library budget was presented to the Mayor and Council in December and the

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approved budget will be provided within the next few months. As mentioned in prior months, we continue to save a substantial amount of money on electricity and gas due to the new energy efficient doors.

Budget vs. Actual - Library and Grant Funds. Ms. Malone reviewed the report and mentioned that though it looks like much of the programming lines were overspent, programming donations were received towards the end of the year and will be accounted for in next month's report. She also noted that the Paypal account is how fines can be paid and where donations can be submitted.

Municipal Funds. Ms. Malone reported that we may be moving away from Comtex to another vendor. Dr. Gatens mentioned that the schools are reviewing web-based security systems and a shared service with the library may be beneficial.

Donation Fund Allocation Report. Ms. Malone reviewed the report.

Cash Flow Report. Ms. Malone reviewed the report.

Reconciliation Report. Ms. Malone reviewed the reports.

b. Approval of Bills for Payment —

Certain line items were discussed.

Motion to approve the Bills List for payment:

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		
Ms. Carillo					
Dr. Gatens			X		
Ms. Heveran			X		
Dr. Houghton			X		
Ms. Kim			X		
Ms. Park			X		
Ms. Tausner	X		X		
Mr. Wilds		X	X		

6. Director's Report

Programming. The lack of parking space due to the municipal building construction continues to be an issue and results in lower numbers in programming. However, it is anticipated that the numbers will increase now that the parking lot has been paved.

Maker's Day. Children's programming has the funds to purchase the supplies for 30 participants, but is asking for funds to support another 30 (\$18 donation per child) so that 60 children can participate in the proposed program. The board is reluctant to request donations from the community for an event specific event.

Amnesty for Fines. Ms. Malone mentioned that many BCCLs libraries do not fine patrons for late returns. The Board requested additional information from surrounding libraries, and it was suggested that amnesty could be considered around the holiday season - donations of canned goods instead of collection of fines.

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NJ State Library for Strategic Planning: Ms. Malone will send an email about an informational webinar on strategic planning and will schedule a meeting for the Strategic Planning Committee.

HVAC/Air Conditioning: Ms. Malone reported that there was a leak in her office. The roofing company fixed the immediate issue; however, reported that we need a new HVAC/AC. Ms. Malone will find out if they are still under warranty or whether a capital budget funding request will be necessary.

Collaborations: Ms. Malone will meet with the Recreation Center staff to discuss resource pooling for programming. Ms. Malone will start working on the annual appeal next month and will also meet with the Rotary about their fundraisers. In addition, Leonia Arts will host meetings at the library once a month. Ms. Malone reports that the volunteering has been fantastic and is interested in making the program more focused (e.g., internship). The high school externship program was mentioned by Ms. Tausner and Ms. Malone said she will speak to the LHS principal.

Grant submissions: Ms. Malone spoke with grant writer Ryan Talmage regarding 2 grants that will be beneficial for the community.

Museum Passes: Ms. Malone will look into potential new museum passes, assess current passes and remove those not in circulation, and will ask whether Leonia Arts would consider sponsoring a museum pass.

Leonía Day: The Recreation Center wants to move Leonia Day to May 4th, (Saturday) instead of Sunday. The Board was in favor of the change and it was suggested that a Star Wars themed activity could be considered.

7. Committee Reports

- a. Finance Committee — Ms. Boyd reported that the Committee met to discuss the budget and mentioned the need for a new bookkeeper as our bookkeeper was hired as the new Borough Administrator. For the new year, the members of the Finance Committee are as follows: Ms. Boyd, Mr. Wilds, Ms. Carillo, and Ms. Kim.
- b. Personnel Committee — The Committee did not meet. For the new year, the members of the Personnel Committee are as follows: Ms. Heveran, Ms. Park, Ms. Tausner.
- c. Policies & Procedures Committee — The Committee did not meet. For the new year, the members of the Policies & Procedures Committee are as follows: Ms. Heveran and Ms. Park.
- d. Strategic Planning Committee — The Committee did not meet. For the new year, the members of the Strategic Planning Committee are as follows: Ms. Kim, Ms. Tausner, Dr. Gatens, and Ms. Park as an alternate.

8. Correspondence —

A \$10,000 donation was received and earmarked for the Local History Room. Ms. Malone will draft a job description for a part-time archivist.

9. Unfinished Business — There was none.

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10. New Business —

a. Bank Signatories

i. Resolution 2024-01-1

Motion to approve Resolution 2024-01-1:

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		
Ms. Carillo					
Dr. Gatens			X		
Ms. Heveran	X		X		
Dr. Houghton			X		
Ms. Kim			X		
Ms. Park			X		
Ms. Tausner		X	X		
Mr. Wilds			X		

ii. Resolution 2024-01-2

Motion to approve Resolution 2024-01-2:

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		
Ms. Carillo					
Dr. Gatens			X		
Ms. Heveran			X		
Dr. Houghton	X		X		
Ms. Kim			X		
Ms. Park		X	X		
Ms. Tausner			X		
Mr. Wilds			X		

b. 2024 Legal Services Agreement —

Motion to approve the 2024 Legal Services Agreement:

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		
Ms. Carillo					
Dr. Gatens		X	X		
Ms. Heveran			X		
Dr. Houghton			X		
Ms. Kim			X		
Ms. Park			X		
Ms. Tausner	X		X		
Mr. Wilds			X		

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c. BCCLS By-laws Re-certification

Motion to approve the BCCLS By-laws Re-certification:

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		
Ms. Carillo					
Dr. Gatens			X		
Ms. Heveran			X		
Dr. Houghton		X	X		
Ms. Kim			X		
Ms. Park			X		
Ms. Tausner	X		X		
Mr. Wilds			X		

11. **Council Laision's Report** — Councilman Hesterbrink mentioned that New Jersey State mandates the Municipal Budget is finalized by May. He reminded the Board that we should be conservative in our spending and that it may be prudent to look at potential areas where we could possibly cut the budget.

12. **Citizen's Portion of the Meeting** — Seeing none present, Ms. Boyd closed this portion of the meeting.

13. **Adjournment** — 9:02 PM

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		
Ms. Carillo					
Dr. Gatens			X		
Ms. Heveran	X		X		
Dr. Houghton			X		
Ms. Kim			X		
Ms. Park			X		
Ms. Tausner		x	X		
Mr. Wilds			X		

Respectfully submitted,

Susie Kim
Secretary