

**Leonia Public Library Board of Trustees  
Regular Meeting  
February 8, 2023**

A regular meeting of the Leonia Public Library Board of Trustees was held at the Library.

**1. Announcement of Compliance with the New Jersey Open Public Meetings Act**

Sue Boyd read the following statement into the record: "In compliance with the New Jersey Open Public Meetings Act, the Library announced this meeting in the Bergen Record, the Star-Ledger, on the Library's Website, and the designated library bulletin board."

**2. Call To Order and Attendance**

Board President Sue Boyd called the meeting to order at 7:37 PM. Trustees Betty Carillo, Xanthy Karamanos, Susie Kim, Diane Tausner, Brad Wilds, Phil Zeigler, as well as Head of Circulation Joseph Emery and Bookkeeper/Administrative Assistant Jeremy Doyle, were in attendance.

**3. Approval of Meeting Minutes**

- a. Brad Wilds moved to approve the draft minutes of the Regular Board Meeting of January 11, 2023. Susie Kim seconded. The Trustees voted unanimously in favor.

**4. Financial Report**

- a. Budget Report Jeremy Doyle presented the Municipal and Library financial reports.
- b. Approval of Bills for Payment Jeremy Doyle presented the Bills List. Diane Tausner moved to approve the Bills List for payment. Betty Carillo seconded. The Trustees voted unanimously in favor.

**5. Director's Report**

- a. Monthly Statistics Joseph Emery presented the monthly statistics. Total circulation numbers held nearly steady compared to last January but the monthly door count figure increased by 44% and new library cards increased by 53% year-on-year.
- b. Programming Highlights Joseph Emery noted that programs for all age groups continued to attract good numbers of participants. Children's programs drew 416 attendees, teen programs drew 103, adult programs drew 93, and family programs drew 101. Of note is the increased number of teen volunteer options, which are proving popular with students.
- c. Annual Appeal Update Joseph Emery displayed a draft of the Annual Appeal letter and asked for comments from the Board. In general, the Trustees liked the new format but made some suggestions for improvements. There was a discussion regarding ideas to increase the distribution of the letter,

including through Constant Contact, the Library website, and posters in the Library.

- d. NEOGOV/Performance Evaluations Updates Joseph Emery reported that he has almost completed evaluations for the part-time staff.

## **6. Committee Reports**

- a. Finance Committee The Finance Committee met to discuss the status of the Municipal and Library budgets. In particular, the Committee focused on the Mayor & Council's efforts to cut costs.
- b. Policies & Procedures Committee Did not meet.
- c. Strategic Planning Committee Did not meet.

## **7. Correspondence**

- a. Annual Appeal The Library received a very generous donation of \$7,000, which was earmarked for the Local History Department.

## **8. New Business**

- a. Acceptance of Donation Sue Boyd moved to accept the \$7,000 donation from Mr. R. Wayne Oliver. Susie Kim seconded. The Trustees voted unanimously in favor.

## **9. Unfinished Business**

None.

## **10. Council Liaison's Report**

None.

## **11. Citizens' Portion of the Meeting**

Seeing none present, Sue Boyd closed this portion of the Board meeting.

## **12. Adjournment**

Brad Wilds moved to adjourn. Phil Zeigler seconded. The Trustees voted unanimously in favor. The meeting was adjourned at 8:49 PM.

Respectfully submitted,  
Diane Tausner, Secretary