

## LEONIA PUBLIC LIBRARY BOARD OF TRUSTEES

### Regular Meeting

**March 8, 2023**

1. **Call to Order** – Announcement of Compliance with Open Public Meeting Law - 7:34 PM
2. **Attendance** – In addition to the Trustees listed below, Head of Circulation Joseph Emery, Bookkeeper/Administrative Assistant Jeremy Doyle, and Council Liaison Christoph Hesterbrink were in attendance.

	Present	Absent
Ms. Boyd	X	
Ms. Carillo	X	
Ms. Heveran	X	
Dr. Karamanos	X	
Ms. Kim	X	
Ms. Park	X	
Ms. Tausner	X	
Mr. Wilds	X	
Dr. Zeigler		X

### 3. Approval of Meeting Minutes – February 8, 2023

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

### 4. Financial Report

- a. Budget Report Mr. Doyle reported that the Library received its quarterly disbursement from the Borough in early March, which was a bit late. He pointed out that in February we renewed two of our most popular museum passes, including the most expensive one (MoMA) so that line item expenditure for this month is higher than usual.
- b. Approval of Bills for Payment Mr. Doyle explained two specific bills related to the elevator: Commercial Interiors Direct, Inc., who replaced damaged floor tiles with carpet tiles, and RMR Elevator, are coming in March to do quarterly maintenance. He said that RMR is much more cost-effective than our previous elevator company and he expects to see savings in the elevator

budget. He also noted that the World Language Collections bill is being paid out of State Aid funds.

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

## 5. Director's Report

- a. Monthly Statistics Mr. Emery noted that there had been a 7% drop in circulation from the previous month, as well as a 30% drop in media circulation, which is consistent with the rest of BCCLS. This is the first month with a drop since COVID. Visitation and programming numbers are up significantly (e.g., door count, new patrons, website use). Ms. Carillo suggested adding Hoopla statistics to the circulation report going forward.
- b. Program Highlights In February, the Library ran 31 programs that were attended by 671 people (30% increase from last February). Highlights included story time each week; 57 people for LEGO League; 50 adults and 25 teenagers for chocolate-making; 59 teen volunteers (through volunteer opportunities almost every day); and Black History Month take-and-make crafts each week. Month-on-month programming figures exceeded those from 2019 (i.e., pre-pandemic): 42% more programs were attended by 46% more people. Mr. Emery noted that the current staff is especially talented in programming. Mr. Hesterbrink suggested looking at doing some programming in the future around Ramadan.

## 6. Committee Reports

- a. Finance Committee The Committee met to discuss bills, budget issues, and timing for the Annual Appeal.
  - i. Purchase Card – Mr. Doyle explained that is working to enroll in a line of credit card with Bank of America, specifically for libraries. The purchase card will mainly be used for things like VoIP services, and only by Mr. Doyle and Library Director Elyse Fink. The Trustees discussed the need to put proper policies and procedures in place for controls.
- b. Personnel Committee The Committee met to draft the Library Director's annual review using NEOGOV. Ms. Boyd reported that, for the most part, the Committee liked the system, which will be discussed further in closed session.
- c. Policy & Procedures Committee The Committee did not meet.

## 7. Correspondence - None.

## 8. Unfinished Business

- a. Annual Appeal Update The Library is expecting a large cut but we are hoping to protect staffing as much as possible. The budget will be introduced on March 20. Mr. Hesterbrink suggested getting people in early to make their voices heard during the public comment period. On Ms. Boyd's recommendation, the Board agreed to hold off on sending out the Annual Appeal until after the M&C passes the budget.

**9. New Business**

- a. Mr. Emery presented information regarding the Library Budget that can be used in advocating with the M&C.

**10. Council Liasion’s Report** – Mr. Hesterbrink reported that the new Municipal Building is proceeding according to plan. They will be putting in \$650,000 of audiovisual equipment, more than 1/3 of which will be covered by a federal grant. The Broad Ave improvement project is continuing and should be all the way to Englewood by 2024. The Borough will also be repaving streets after the winter.

**11. Citizen’s Portion of the Meeting** – None.

**12. Move to Closed Session**

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

**13. Adjournment - 8:58 PM**

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

Respectfully submitted,

Diane Tausner  
Secretary