

LEONIA PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

May 10, 2023

1. Call to Order and Open Meeting Statement – Announcement of Compliance with Open Public Meeting Law - 7:39 PM

2. Attendance – Besides the Trustees listed below, Library Director Elysse Fink was 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	
Councilman Hesterbrink	X	

3. Approval of Meeting Minutes

a. Meeting - April 19, 2023

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

b. Closed Session - April 19, 2023

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		
Ms. Carillo	X		X		
Ms. Heveran			X		
Dr. Karamanos			X		

Ms. Kim			X		
Ms. Park		X	X		
Ms. Tausner			X		
Mr. Wilds					
Dr. Zeigler					X

4. Financial Report

a. Budget Report Ms. Fink reported that there haven't been many updates since last month with regard to spending. In terms of the Library Budget, we are on track for spending. The staff is continuing to put in book orders to try to catch up with projected expenditures. Ms. Fink reached out to the Borough Administrator regarding the Library's Q2 distribution, which typically comes on May 15. We still have not received that many Annual Appeal donations but are hoping that more will come in after the mailing goes out. Ms. Fink informed the Trustees that Michael Zamora is interested in coming back to work for the summer.

b. Approval of Bills for Payment
Motion to approve the Bills List for payment:

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

5. Director's Report

a. Monthly Statistics

- Ms. Fink explained that we reintroduced the seed library at the end of April. Seed library circulation is currently a little low but Head of Youth Services Carolyn Kosten did a program for preschoolers in April and gave out 100 seed packets so she expects those numbers to be taking off soon.
- Dr. Zeigler noted that the physical book numbers have gone down while electronic materials have increased. Ms. Fink said she expects physical book numbers to increase as we have recently received a lot of new books that have yet to hit the shelves.
- Dr. Karamanos suggested that going forward, we look at numbers from month to month as opposed to just year-on-year; that would allow us to see trends better and possibly fill in with additional programming, etc.
- Dr. Zeigler inquired about the reason why renewals are down. Ms. Fink explained that we had done a big push for new patrons last year. Dr. Zeigler asked if we actively follow up as people come up for renewal

and Ms. Fink explained that Head of Circulation Joseph Emery sends out postcards and also reaches out to new residents.

- b. Program Highlights Ms. Fink noted that there has been a huge uptick in story time attendance.

6. Committee Reports

- a. Finance Committee The Committee met to discuss various topics, including the budget, bills, policies and procedures, and the annual appeal. Ms. Fink noted that NJLA is taking place at the beginning of June and said that in the past, we have reimbursed attendees for food and mileage. The Board discussed the idea of following the Federal policy for mileage and per diems.

Motion to follow Federal policy regarding mileage and per diems:

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

- b. Personnel Committee The Committee did not meet.
- c. Policy & Procedures Committee The Committee met to discuss one new and one updated policy.
 - o Approve Remote Work Policy - The new policy encompasses work-from-home and conferences/trainings that occur of-site. Ms. Carillo expressed concerns about the approval language, explaining that she felt it should contain some sort of notice requirement, Dr. Karamanos suggested adding specific language to that effect.

Motion to table Remote Work Policy:

	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					
Dr. Zeigler			X		

- Approve Staff Shortage Policy - Updates include keeping the Children’s Room open with one staff member and having an early closing. Dr. Karamanos asked how often the staff reviews emergency procedures. Ms. Fink responded that this has not happened recently but that she hopes to do so during a staff day prior to the start of the summer reading program. Chief Tamagny will try to have an officer on-site for Drag Story Time if there is someone available. Dr. Karamanos suggested that Ms. Fink go over emergency procedures with the staff in advance of the event on Saturday.

Motion to approve Staff Shortage Policy:

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

- d. Strategic Planning Committee The Committee did not meet. Ms. Fink is attending a strategic planning seminar on May 11 at the Hasbrouck Heights Library and will report back on that at the next meeting.

7. **Correspondence** – None.

8. **Unfinished Business**

- a. Annual Appeal Update Ms. Fink reported that Dr. Karamanos took Dr. Zeigler’s idea of providing services to seniors to the LHS Service Club.
- b. Approve Updated 2023 Budget Ms. Fink reported that the budget was officially adopted on May 1. The final figure of \$786,174 accounts for the corrected numbers for retiree health care costs. The Finance Committee discussed updating the donation funds budget due to the donation for the book truck and Ms. Boyd noted that it’s very hard to budget for Library Funds because we can’t predict how much we’re going to raise and whether there will be restrictions.

Motion to approve donation fund allocation:

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		
Ms. Carillo		X	X		
Ms. Heveran			X		
Dr. Karamanos			X		
Ms. Kim			X		
Ms. Park			X		

Ms. Tausner			X		
Mr. Wilds					
Dr. Zeigler	X		X		

9. New Business

- a. Ms. Boyd informed the Board that Bill Zeigler’s interview with Ms. Heveran as part of the Prominent Leonians series will be released tomorrow.

10. Council Liasion’s Report – Councilman Hesterbrink said that in addition to the budget, the main highlight is that the town will be auctioning of a liquor license, with a minimum bid of \$300,000. The Board expressed their appreciation for the work that Councilman Hesterbrink did to help us with the budget.

11. Citizen’s Portion of the Meeting – Seeing none present, Ms. Boyd closed the citizen’s portion of the meeting.

12. Move to Closed Session

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

Return to Open Session

Motion to give 3% raises to full-time staff retroactively and increase the wage for part-time staff by \$0.50 per hour moving forward:

	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					
Dr. Zeigler			X		

13. Adjournment - 9:00 PM

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

Respectfully submitted,

Diane Tausner
Secretary