

**LEONIA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Regular Meeting**  
**October 11, 2023**

1. **Call to Order and Open Meeting Statement** – Announcement of Compliance with Open Public Meeting Law - 7:35 PM
2. **Attendance** — Besides the Trustees listed below, Interim Director Jeremy Doyle was in attendance. Auditor Ralph Piccone from PKF O'Connor Davies was also in attendance.

	Present	Absent
Ms. Boyd	X	
Ms. Carillo	X	
Dr. Gatens	X	
Ms. Heveran	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 — September 13, 2023

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

- b. Closed Session — September 13, 2023

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

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

#### 4. Financial Report

##### a. Budget Report —

*Budget vs Actual - Municipal Report.* Mr. Doyle pointed out that adult book spending was lower than he'd like at this time of year. The staff are working to get books ordered, including all the pending orders; Mr. Doyle explained that this is not just a local issue. The elevator line was over budget based on issues we have discussed previously. Ms. Heveran noted that the budget was looking good overall.

*Budget vs. Actual - Library Funds.* Mr. Doyle explained that the red amount under Lost & Paid was due to an incorrect entry, which will be corrected. He noted that items that will run over budget are programming funds and ESL. A discussion followed concerning certain line items and spending patterns.

*Donation Allocation Report.* Mr. Doyle reported that there are still around \$12,000 in remaining funds. There was a discussion about some line items.

*Cash Flow Report.* Mr. Doyle explained the difference in the report. We also discussed the Shedd account briefly.

*Reconciliation Report.* Mr. Doyle reviewed the report.

##### 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		
Dr. Gatens			X		
Ms. Heveran	X		X		
Ms. Kim		X	X		
Ms. Park					
Ms. Tausner					
Mr. Wilds					
Dr. Zeigler			X		

#### 5. Director's Report

##### a. Monthly Statistics —

*Programming.* Mr. Doyle said we are trying to schedule Asian Art classes on a regular basis, as they are very popular and currently only a children's program. Mr. Hesterbrink noted that Lego League has also been very popular. Mr. Doyle also pointed out that there were Cricut classes. Looking to perhaps teach classes and then people can check out. There was a discussion about some of the other programs, including ESL, which had almost 100 participants for the month.

*Circulation.* Mr. Doyle said circulation figures are averaging a little higher than last year but not much. Adult Fiction is taking a hit due to some of the book delivery problems. Conversely, ebook circulation and website use were both up.

b. Program Highlights —

- i. Halloween Party program preparation — Mr. Doyle said last year there were about 500 people who went through the Library’s haunted house. He informed the board they would be closing the Children’s Room for that day (October 20) to set up.

6. **Committee Reports**

a. Personnel Committee —

- i. Part-Time staff addition — Mr. Doyle announced we brought in another part-time person for the Children’s Room, Nicole Cabrera. She will be introducing some new programs and running one program a month.

b. Finance Committee —

- i. Annual Audit Report — Mr. Doyle thanked Mr. Piccone for his patience. Mr. Doyle pointed out the item in question, which was a \$12,678 amount shown as “Due to the Borough”. Mr. Piccone said there was a timing issue with a roughly \$16K check that was cut from the Library to the Borough for cleaning services. It was not deposited before the year ended. The reason the amounts are different has to do with the total municipal budget for that year and the changeover of retiree benefits to the Library budget, so this was capped to our municipal budget amount. Once that check was deposited in January, the entry was cleared and it will not reappear this year.

That settled, Mr. Piccone noted that it is an unmodified opinion, which is very good. He also explained the recommendation regarding purchase orders, which is a repeat recommendation from last year. Mr. Piccone stated that the Library must have a purchase order that is dated before the invoice. Mr. Doyle noted that we have now implemented procedures for this based on the recommendation from last year, and Mr. Piccone said the Board should approve a corrective plan for those new procedures. He then reiterated that the report, in general, is very good, and said that the Board should be happy with the improvement in controls.

At 8:20 PM, Diane Tausner entered during the audit discussion. She then took over the role of Secretary from Betty Carillo.

Motion to accept the Annual Audit Report:

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

Ms. Tausner			X		
Mr. Wilds					
Dr. Zeigler			X		

- c. Policy & Procedures Committee — The committee did not meet.
- d. Strategic Planning Committee — The committee did not meet.

7. **Correspondence** — There was none.

8. **Unfinished Business** — There was none.

9. **New Business**

- a. **Digital Community sign** — Mr. Doyle showed the mock-ups of what the sign will look like. It is larger than our current one and is also 2-sided and angled. The sign will be for all town messages; Mr. Doyle volunteered to coordinate the messages from the different Borough departments.
- b. **Collection Displays** — Mr. Doyle explained that some featured collections/genres don't have their own display at the moment, in large part due to the slow speed at which items are being received from Baker & Taylor. Dr. Zeigler expressed a desire to have the Library do a periodic survey of the community to ask what they would like to see in the Library. Mr. Doyle said that as Head of Circulation, he plans to do that. Ms. Boyd noted that such an undertaking should be reflected in the Strategic Plan.

10. **Council Liason's Report** — Councilman Hesterbrink reported that the Redevelopment Plan was presented to the Mayor & Council. The capital budget was passed. The new municipal building is proceeding as planned. The Borough Administrator left last week; Chief Tamagny is serving as the interim BA.

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

12. **Adjournment** — 8:40 PM

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

Respectfully submitted,

Diane Tausner  
Secretary