

DRAFT

LEONIA PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting
December 13, 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, Director Michelle Malone and Head of Circulation Jeremy Doyle were 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. Open Session — November 8, 2023

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

- b. Closed Session — November 8, 2023

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

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

Ms. Tausner joined the meeting at 7:38. She then took over the role of Secretary from Ms. Carillo.

4. Financial Report

a. Budget Report —

Budget vs. Actual - Municipal Report. Mr. Doyle reported that there is a fair amount of money left in the Electric & Gas line, largely due to the new doors that were installed upstairs. He also explained that the staff are in the process of spending down other lines by buying new station chargers and additional office supplies. Also, we have received our Q4 installment from the Borough. Mr. Zeigler inquired about various audiobook services and suggested that books in the new books section be separated by genre.

Budget vs. Actual - Library Funds. Mr. Doyle reported that in addition to the amount initially budgeted, we have spent approximately \$2,000 from the \$3,000 that was allocated from the Friends of the Library. We have spent more than allocated for the ESL line because of a significantly higher number of classes than originally planned. He noted that we will be looking to do additional fundraising initiatives next year.

Donation Fund Allocation Report. Mr. Doyle reviewed the report.

Cash Flow Report. Mr. Doyle reviewed the report. He noted that we have received our final quarterly disbursement from the Borough.

Reconciliation Report. Mr. Doyle reviewed the report.

b. Approval of Bills for Payment —

There was a discussion of certain line items.

Motion to approve the Bills List for payment:

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

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Mr. Wilds left the meeting at 8:10 PM.

5. Director's Report

a. Monthly Statistics —

Mr. Doyle said circulation figures have increased with new materials coming into the collections. The only dips have been in media (i.e. audiobooks and DVDs); that collection has also been weeded. Circulation of e-magazines has consistently been going up, so we have added more money into that line for next year. Museum pass circulation was almost double for November year-on-year, with the Guggenheim pass being especially popular. The Board discussed ideas for new museum passes. Dr. Gatens requested a comparison to 2019 figures, which Mr. Doyle will provide at a future meeting.

Regarding active collection and user figures, Mr. Doyle reported that the Library currently has just under 37,000 total items and just over 2,700 active users (i.e., patrons with valid Library cards).

The Board discussed the issue of fines. Ms. Malone and Mr. Doyle will revert to the Board with a proposal of potential modifications to the Library's current policy on fines.

b. Programming Highlights —

Mr. Doyle noted that the new ballet classes, which are currently only for children, are proving to be popular, and that we are looking to add classes for adults as well. Other popular programs included Traditional Asian Art for Adults and Teens and Lego League. Mr. Doyle reported that there were 122 8th-grade class visits from Leonia Middle School in November and that groups from the Leonia Senior Center have been playing canasta and bridge at the Library. Ms. Malone noted that programming numbers in general have been down somewhat due to the difficult parking situation; she expects that to be rectified when the new Municipal Building and the adjacent parking lot are completed.

6. Committee Reports

a. Finance Committee — Ms. Boyd reported that the Committee met to discuss the Library's 2024 budget proposal and that Mr. Doyle presented our proposed budget to the Borough's Finance Committee. Ms. Malone, Ms. Heveran, and Ms. Boyd were present at the hearing. Ms. Boyd thanked Councilman Hesterbrink for being so supportive of the Library.

b. Policies & Procedures Committee — The Committee did not meet. Ms. Malone has drafted a revised policy for use of the Local History Room, which she provided to the Board for review.

c. Strategic Planning Committee — The Committee did not meet.

7. Correspondence — There was none.

8. Unfinished Business — There was none.

9. New Business —

a. Resolution - Phil Zeigler — Ms. Boyd read the resolution aloud. Dr. Zeigler thanked the Board for the sentiments and said he feels he has gotten much more from the Library than he has given to it.

b. Staff Holiday Party —

Motion to approve the expenditure of up to \$800 for a staff holiday party:

	Moved	Seconded	Yes	No	Abstain
Ms. Boyd			X		

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

Ms. Malone thanked the Board for hiring her. She said she has loved the past few weeks and described the Leonia Library as “a breath of fresh air.” Ms. Malone expressed her appreciation for all of Jeremy’s help and said the whole staff is great. She also thanked Ms. Boyd and Dr. Gatens for introducing her around town and mentioned that several Council Members have come into the Library to introduce themselves to her. She met with David Braun and is looking forward to doing more with the Local History Room. Overall, she is excited about being a part of the Leonia community. Finally, Ms. Malone reported that she will be attending the upcoming BCCLS Council Meeting and that she is being assigned a mentor.

Dr. Zeigler left the meeting at 8:50 PM.

c. Holiday Closings - 2024

Motion to approve the proposed Library Holiday and Board Meeting Schedule for 2024:

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

10. **Council Liasion’s Report** — Councilman Hesterbrink reported that the Council is not taking up any significant decisions until the new Mayor and Council Members have been sworn in. He remarked that the Library representatives did a great job presenting at the Budget Hearing. That said, he suggested that we be conservative in our spending because the Municipal Budget will not be finalized until May. Finally, he explained that completion of the new municipal building has been somewhat delayed due to a change in project manager on the construction side, but that hopefully, it will be finished in January.

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

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12. Adjournment — 9:03 PM

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

Respectfully submitted,

Diane Tausner
Secretary