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LEONIA PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting
February 14, 2024

1. Call to Order and Announcement of Compliance with the Open Public Meeting Law — 7:36 PM
2. Attendance — Besides the Trustees and Acting Council Liaison listed below, Director Michelle Malone was in attendance.

	Present	Absent
Ms. Boyd	X	
Ms. Carillo	X	
Dr. Gatens	X	
Ms. Heveran		X
Dr. Houghton	X	
Ms. Kim	X	
Ms. Park	X	
Ms. Tausner		X
Mr. Wilds		X
Councilman Fisher	X	

Diane Tausner came in at 7:41pm after roll call.

3. Approval of Meeting Minutes
 - a. Open Session —

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

4. Financial Report
 - a. 2023 Financial Year Review —

Budget vs. Actual - Municipal Report. Ms. Malone reviewed the report. In order to be more cost effective and mindful of the budget cut, the back office copy machine will be removed. A subscription to Mango Languages was purchased at a sizable discount and will help supplement the ESL and World Languages collection. WTCox subscription provides staff information to help determine what should be purchased for circulation.

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Ms. Malone will ask for groups to automatically purchase the newest items for circulation, but will otherwise try to minimize spending.

Budget vs. Actual - Library and Grant Funds. Ms. Malone reviewed the report.

Demco is the charging station on the 1st floor by circulation. There will be a sign added that says the Library cannot be held liable for lost/stolen items.

Grants: Several grants are supporting our programs. For example, the Bergen Cultural Grant is paying for soap making activities. The Leonia Chamber Musicians were paid through the Bergen Cultural Grant and will most likely do another event soon.

Noah's Ark: This program will kick-off the summer reading program, but had to be paid this month to lock-in the program for scheduling purposes.

Speaking from Spirit: The program is part lecture and part mediumship, where the presenter will speak about her book. Public feedback has been positive thus far and she does have an online following. The Board conveyed their concerns that future programming should be more focused and considerate of budget, etc., and what the community wants.

Donation Fund Allocation Report. Ms. Malone reviewed the report.

Cash Flow Report. Ms. Malone reviewed the report.

Reconciliation Report. Ms. Malone reviewed the reports.

b. Approval of Bills for Payment —

Certain line items were discussed.

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

5. Director's Report

- a. Highlights 2023 — Ms. Malone reviewed the report. It was mentioned that bringing iPads to the schools and to community events to sign up new library cards has been successful. In addition, library website usage has increased but Ms. Malone wants to update the site to make it more interactive while highlighting upcoming program events.

Programs: Program attendance numbers have increased since December, but are not quite at the same level compared to January 2023. The report added "Program \$" as a new column to capture if the program leader is being paid for services.

Library Lecture services: Many community members have asked Councilmen Fisher about when the program will start again.

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Personnel: Mr. Doyle is resigning effective March 1st and will be joining Ms. Fink at the Franklin Lakes library. Ms. Malone will reach out to the Personnel Committee regarding salary for the Head Circulation position. The role currently has 6 applicants and interviews will be soon; however, it has been more difficult to fill the bookkeeper role.

Collaborations: Ms. Malone met with the Recreation Center and Senior Center staff about pooling resources. It was mentioned that the library will be advertised in the upcoming Recreation brochure. Ms. Malone connected with representatives at Bergen Community College and Rutgers regarding retirement, ride shares and other things to bring to the Senior Center. Phil Zeigler also stopped by to speak with Ms. Malone to convey thoughts from some seniors in the community, and suggested comfortable seating might be something to consider. The Leonia Arts Council had their first meeting at the library and Mr. Terrell suggested potential fundraising opportunities. Ms. Malone also went to the Rotary Club meeting where they expressed interest in restarting the Library Lecture series. Ms. Malone mentioned that the Players Guild of Leonia reached out with interest in utilizing our space for rehearsals.

6. Committee Reports

- a. Finance Committee — The Committee met last night to discuss the bills list, programming, and items regarding the budget.
- b. Personnel Committee — Did not meet.
- c. Policies & Procedures Committee — Did not meet but will be meeting soon
- d. Strategic Planning Committee — Will reschedule next week's meeting to another week. NJS Library is hosting several meetings through May on Strategic Planning so a slight delay in our planning efforts was agreed to..
- e. Fundraising Committee - The Committee will meet next week, and the Annual Appeal draft was presented to the trustees. It was suggested to include information on Friends of the Library. The school social worker is studying library sciences and Ms. Malone asked her to be part of Friends of the Library. Councilman Fisher mentioned that the Leonia firefighters in their annual appeal showed the town's donations and how it's used compared to the funding of surrounding areas.

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

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

9. **New Business** — There was none.

10. **Council Liasion's Report** — Councilman Fisher reported that all groups are being asked to make a 5-10% cut to their proposed budget. Facilities meeting will be in a couple days and it is anticipated that the new Borough Hall will be open soon.

11. **Citizen's Portion of the Meeting** — Ms. Brooke Geller, BOE intern, mentioned that she was happy to see a lot of teen volunteer opportunities on the library website, and suggested a program pairing a teen with a senior citizen for socialization would be wonderful, and possibly having more volunteer hours tailored to a student's career goals would also be beneficial.

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12. Adjournment — 8:46 PM

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

Respectfully submitted,

Susie Kim
Secretary