

LEONIA PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting
November 8, 2023

1. **Call to Order and Open Meeting Statement** — Announcement of Compliance with Open Public Meeting Law - *7:34 PM*
2. **Attendance** — Besides the Trustees listed below, Interim Director Jeremy Doyle was 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 — October 11, 2023

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

- b. Special Meeting: Open Session — October 18, 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					
Mr. Wilds					
Dr. Zeigler					

c. Special Meeting: Closed Session — October 18, 2023

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

4. Financial Report

a. Budget Report —

Budget vs Actual - Municipal Report. Mr. Doyle pointed out that several checks from earlier in the year have not yet been cashed. Mr. Doyle explained that he and the bookkeeper were working to resolve these open checks by the December meeting.

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 programming funds and ESL will run over budget. A discussion followed concerning certain line items and spending patterns.

Donation Allocation Report. Mr. Doyle reported that we have closed the gap in spending for the earmarked donations made towards the Archival budget line. He purchased a dehumidifier for the Local History Room.

Cash Flow Report. Mr. Doyle reviewed the report. He noted that we have not yet received our final quarterly disbursement from the Borough next week.

Reconciliation Report. Mr. Doyle reviewed the report.

Ms. Tausner joined the meeting at 7:49 PM. She then took over the role of Secretary from Ms. Carillo.

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

5. Director's Report

a. Monthly Statistics —

Mr. Doyle said circulation figures are about on par with last year. Adult Media and Adult Fiction have taken a bit of a hit, in large part because of slow delivery from Baker & Taylor; he expects those figures to start ticking up because those deliveries have increased. Circulation of e-content, computer use, and website use has been going up. New library cards are also up from last year. Councilman Hesterbrink asked if we could have the figure for total valid library cards; Mr. Doyle will look to add that to the report.

b. Programming Highlights —

Mr. Doyle noted there were 427 attendees at the Library's Halloween Haunted House event. In addition, 210 children came to the Library to trick or treat on Halloween. ESL attendance dropped for the month because there were fewer classes.

c. Building Updates —

Mr. Doyle has heard from the Borough that they might need to run more electrical lines from the Library for the new municipal sign; he will work to ensure that the Library is not paying for the additional electrical costs. Mr. Doyle also reported that there has been an issue with construction vehicles taking up our single handicapped parking spot. With the repaving of the parking lot, Mr. Doyle is trying to add more handicapped parking spots for the Library.

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. 2023 Audit for Approval

Mr. Doyle explained that the only difference from the draft the Board reviewed last month to this one is that the "Owed to Borough" line has been removed by the auditors.

Motion to accept the Annual Audit Report:

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

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

ii. 2024 Budget for Approval

Municipal Budget — There was a discussion of particular line items.

Library Budget — There was a discussion of certain line items. Mr. Doyle noted that spending on ESL is growing due to the increasing number of classes and also the addition of new materials. Ms. Carillo pointed out that programming is important because it is often what gets people in the door. Mr. Doyle explained that we are putting more money into STEAM to increase in the number of hotspots from five to seven. He also noted that while we have received generous donations for the Local History Room for the past five years, we cannot count on that, so he would like to leave money in to digitize more materials by hiring someone over the summer and is also thinking of adding more materials in conjunction with local history. We received a check for \$5,122 in State Aid and are budgeting \$5,000 for World Language collection development.

Motion to approve the 2024 Budget as amended::

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

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** — There was none.

10. **Council Liasion's Report** — Councilman Hesterbrink reported the new municipal building and the parking lot are proceeding. He noted that the Redevelopment Plan has been tabled until the new administration is in place. There was a discussion about Rear Angled Parking.

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

12. **Closed Session**

Motion to go into Closed Session to discuss personnel matters:

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

Ms. Heveran and Dr. Gatens thanked Mr. Doyle for everything that he has done as Interim Director.

Motion to approve additional compensation for certain Library staff members based on an increase in work responsibilities due to the absence of key staff as follows:

- Jeremy Doyle - \$5,000
- Carolyn Kosten - \$3,000
- Rebecca Spero - \$2,000

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

13. **Adjournment** — 9:47 PM

	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					

Respectfully submitted,

Diane Tausner
Secretary