

LEONIA PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting – Open Session
September 13, 2023

1. **Call to Order and Open Meeting Statement** – Announcement of Compliance with Open Public Meeting Law -7:35 PM

2. **Attendance** – In addition to the Trustees listed below, 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	T	
Councilman Hesterbrink	X	

3. Approval of Meeting Minutes

a. Meeting – June 14, 2023

There is one amendment to the meeting minutes - the signature of the secretary needs to be added.

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

b. Special Meeting – Open Session - August 9, 2023

There is one amendment to the meeting minutes- the signature of the secretary needs to be added.

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

Dr. Zeigler joined the meeting.

c. Special Meeting – Closed Session – August 9, 2023

There is one amendment to the meeting minutes - the signature of the secretary needs to be added.

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

4. Financial Report

- a. Budget Report – Mr. Doyle introduced himself and started reviewing the reports. Under the Municipal Funds report, he pointed out that electric and gas was lower, and he also highlighted internet and phone savings of about \$200 a month. Mr. Hesterbrink asked about the electric and gas differential which Mr. Doyle attributed to changing providers and the new doors that

were installed. Mr. Doyle also explained the elevator issues and the money for the extra repairs but highlighted that the elevator is working.

Under Library funds, Mr. Doyle pointed out that \$21,003 has been received for the annual appeal. He also announced a donation from the Friends of \$3000 earmarked for the summer reading program.

- b. Approval of Bills for Payment** – Mr. Doyle then presented the Bill Lists for the summer. Questions and discussions followed. In addition to answering questions, Mr. Doyle pointed out that the library has added more hotspots.

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

- c.** Mr. Doyle reviewed the other reports.

5. Director's Report

- a. Monthly Statistics** – Mr. Doyle pointed out that the circulation was about even with last year as The staff would like to see how they can boost that. Additionally, he pointed out the seed library was not as popular this year. There was a question about magazines and Mr. Doyle explained they have been cut back because they were not getting used. It was also discussed that many of them can be accessed electronically. We do get hard copies of those things that patrons generally want.

Mr. Doyle also illustrated that computer use increased 62% year over year. Additionally, use of electronic media had increased thanks to Hoopla and e-magazines. He discussed the collection and explained how people can access it.

Under programming, Mr. Doyle explained that they are eclipsing last year numbers. Participation numbers for teen volunteering opportunities are good and very consistent. There was a question about the Drag Story Hour in May and it was reiterated how well-received it was.

Dr. Gavens sends a letter to kids who volunteer, so he asked for the teen volunteer list so he can send a thank you acknowledgment to them.

b. Program Highlights - Summer Reading

Mr. Doyle said the numbers really exploded and that was exciting to see. It was also fun to see the strategizing with all the prizes. There was also a discussion about how to increase the teen participation in summer reading and Dr. Gavens will work with them next year.

There was a question about book banning, but Mr. Doyle said there is no sign of that in Leonia.

c. Emergency Capital Project – Mr. Doyle informed the board that the sewer line had backed up again, and needed to be replaced. It was done as an emergency repair handled by the Borough and will not be taken from the library’s capital budget. Since the repair, there have been no backups.

6. Committee Reports

a. Finance Committee – Ms. Boyd said the Committee met and discussed the financial reports and other items in topic for this meeting.

b. Policies & Procedures Committee – Did not meet

c. Strategic Planning Committee – Did not meet

d. Personnel Committee– Ms. Boyd said the committee has begun the search for the new director and has started to interview. Of course, the Board will be kept informed of progress.

7. Correspondence - Mr. Doyle said there was an email from Andrea Wardrop, Borough Administrator, about the sewer line repair work as we had discussed. He also said there was a letter from Acting Bookkeeper Marisa Mesropian about the Staples bills which we already discussed. Also, the library applied for a Bergen County Arts grant which if received will be used for additional programming.

8. Unfinished Business – None

9. New Business - None

10. Council Liaison’s Report – Councilman Hesterbrink reported on the reverse angle parking situation which has been a hot topic in Leonia. He said that no spaces would be eliminated. He also said that since the funding will be provided, those resources will be saved by the town. It will be from Crescent Avenue to Hillside Avenue and will likely happen next spring. Additionally, there will be another public meeting relating to the Borough’s Redevelopment Plan. The new Municipal Building should be completed and open in December. The Borough is hiring 4 SLEO (special law enforcement officers) to help with traffic.

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

Dr. Gavens then said he was delighted to be here. He previously served on the Library Board in Emerson and was a page in his youth. He wanted the Board to know we have the schools as our partner. Feel free to reach out to him anytime. He will work with us to see how we can increase participation.

12. Closed Session for personnel matters

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

Return to Open Session

There was a motion to appoint Jeremy Doyle as Interim Director.

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

13. Adjournment

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

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

Respectfully submitted,

Elizabeth A. Carillo
Acting Secretary