

## LIBRARY MINUTES

March 21, 2022

The March regular monthly meeting of the Pompton Lakes Public Library was called to order by Anne Keating at 7:00 p.m. on Monday, March 21, 2022, made possible through Zoom. Due to COVID-19 precautions, in person gatherings have been suspended and virtual meetings have been preferred instead. The statement of compliance was read.

**Present:** Ms. Sheryl Bossak, Mrs. Anne Keating, Mrs. Lisa Kihlberg, Ms. Melissa Serra, Dr. Jayne Tanis, Mr. Michael Drazek, Director, Councilman Erik DeLine

**Absent:** Mrs. Margaret Kaffka

**Minutes:** The February 2022 regular meeting minutes were examined. A motion was made to accept the minutes by Anne Keating, seconded by Sheryl Bossak, carried.

**Meeting Opened for Public Comments** – The meeting was opened for public comments at 7:01pm. Being that there were no public comments or questions, the open portion of the meeting was closed at 7:02pm.

### **Collection and Finance**

Collection report and bill lists were reviewed. It was noted that new membership has increased. Also noted was that in February the library checking account transferred funds to the borough checking account to help pay bills. These funds are to be returned to the library checking account this month. See motion below.

A motion was made to approve transfer of funds from the Borough checking account to the library checking account to return funds used in February by Anne Keating, seconded by Sheryl Bossak, carried.

A motion was made to approve payment of the Budget 2022 Bills on the March 2022 Bill List from the Borough Checking Account by Anne Keating, seconded by Lisa Kihlberg, carried

### **Director's Report**

The Director's Report was reviewed. Discussion of construction progress followed. Michael explained material was delivered and framing will begin soon. On the Go Storytime has been suspended and in-person sessions will be held instead. Idea of going fine free was discussed. Although many of the libraries are continuing to collect fines on late material, including Pompton Lakes, there are a few that have decided to go fine free. However, it is to be noted that checked out material is being renewed up to three times to avoid fines. Michael explained the library collects an approximate monthly average of \$8-\$20. The thought of removing fines is to encourage more customers.

### **Friends of the Library Report**

Shirley McCabe reported on upcoming events for the Friends of the Library. President Steve Edgeller enjoyed participating as a speaker at 'Thriving Friends Group' Zoom presentation. Treasury report increased to \$16,472 due to receipt of grant money. However, the group will continue to find ways to fundraise the balance needed to complete the digitization of the Pompton Lakes High School yearbooks. Mayor Serra advised the borough's grant writer can be used as a resource. In addition, the town will be applying for the AARP Community Challenge grant. "Reflections of the Pandemic" draft has been received from Barnes & Noble. It is only fifty pages and will need some editing before the final copy. Library Staff Appreciation is April 10<sup>th</sup>. The group will present the staff with gift cards. Calendar ideas continue to be discussed with no final decisions yet. April is National Poetry month. The group will coordinate with Pompton Lakes Woman's Club during library week to dedicate the bench. Book sale planned for Mother's Day weekend.

### **Old Business**

**NJ State Aid Report** – The state aid report has been submitted. Funds based on the report will be received in October. Michael explained the funds are based on population.

**Retirement Policy** – Michael presented a basic policy for accrued vacation and sick time awarded upon retirement based on the borough's own policy. A motion was made to accept the policy with minor correction as shown below by Anne Keating, seconded by Jayne Tanis, carried.

Vacation: After applying for retirement, employees may use their earned vacation time before their retirement date. Any unused balance of vacation days will be paid out upon retirement at their current rate.

Sick Leave: Any unused sick leave will be paid out in a lump sum reimbursement at retirement on one-half of the unused sick leave, to a maximum of \$15,000.

### **New Business**

Local Government Ethics Law Financial Disclosure Statement – Financial disclosure statements have not been sent out yet but should be received soon. They will be due April 30<sup>th</sup>. We will have our next meeting before then and can review any questions then.

**Meeting Opened for Public Comments** – The meeting was opened for public comments at 7:51pm. Being that there were no public comments or questions, the open portion of the meeting was closed at 7:52pm.

**Meeting Adjourned** – A motion was made to adjourn the meeting at 7:53pm by Anne Keating, seconded by Sheryl Bossak, carried.

The next meeting is scheduled for April 18, 2022, at 7:00 p.m.