

LIBRARY MINUTES

February 28, 2022

The February regular monthly meeting of the Pompton Lakes Public Library was called to order by Anne Keating at 7:01 p.m. on Monday, February 28, 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. Margaret Kaffka, Ms. Melissa Serra, Dr. Jayne Tanis, Mr. Michael Drazek, Director, Councilman Erik DeLine

Absent: Mrs. Lisa Kihlberg

Minutes: The January 2022 regular meeting minutes were examined. A motion was made to accept the minutes by Anne Keating, seconded by Margaret Kaffka, carried.
The January 2022 reorganization 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 7:02pm. Being that there were no public comments or questions, the open portion of the meeting was closed at 7:03pm.

Collection and Finance

Collection report and bill lists were reviewed. Michael Drazek provided 2021 and 2022 lists for comparison. It was noted that numbers look better this year than last, but books are still preferred over digital. Michael explained there may still be some 2021 bills to be received until March. Jersey Cardinal Cleaning has been coming after 8pm and Michael has been satisfied with their work.

A motion was made to approve transfer of funds from the library checking account to the Borough checking account to pay bills on the February 28, 2022, bill list by Anne Keating, seconded by Sheryl Bossak, carried.

A motion was made to approve payment of the Budget 2021 Bills on the February 2022 Bill List from the Borough Checking Account by Jayne Tanis, seconded by Anne Keating, carried

A motion was made to approve payment of the Budget 2022 Bills on the February 2022 Bill List from the Borough Checking account by Anne Keating, seconded by Margaret Kaffka, carried.

Director's Report

The Director's Report was reviewed, noting that it has been an exciting last few days. Michael explained the front door lock was malfunctioning causing an inconvenience. Needed to manually open back entrance that is under construction. Same day the fire alarm went off unexpectedly causing fire department to have to deactivate it several times before having to call alarm company to replace and reset the alarm. Jayne Tanis noted that the schools also had unexpected fire alarms go off causing alarm company to come out. The schools were hit with a service call charge. Jayne advised Michael to keep an eye out for an extra charge. Michael reviewed state programs that will be ending soon. These will go out for bids and decisions will be made in June/July of what programs will continue.

Friends of the Library Report

Shirley McCabe noted correction to last month's meeting minutes that Barnes and Noble will not be paying for copies but will print copies of the book for the Friends group. Shirley reported on upcoming events for the Friends of the Library. President Steve Edgeller was speaker at 'Thriving Friends Group' Zoom presentation. Treasury report is at \$10,913.85. Donation was made in honor of late book club member. Adult coloring program meets every other Friday at the library. Reflections on Pandemic book has been ordered through Barnes and Noble. High School yearbooks have been picked up for digital scanning. Steve attended recent Historic Commission meeting to discuss fundraising ideas for the rest of the funds needed to complete the digital scanning of the yearbooks. They directed him to high school alumni group. Mahjong group has been meeting regularly. Alternate means of donating were discussed, including Venmo and PayPal. Researching 'Community Challenge' AARP grant. Narrowed down Film Festival 2022 ideas to Joe Louis film at high school or short films before BID concerts. 110th Anniversary calendars discussed for a fundraiser. Will check with local

shops. Online merchant prices seem high. Will coordinate bench dedication with PL Woman's Club to coincide with library week April 3-9t, 2022. Next meeting is scheduled for March 10 at 6pm.

Old Business

Printer/Scanner/Fax Machine – As of now, the current copier will be sufficient. If there are no significant issues, we can wait until April when borough capital budget is reviewed.

New Board Member –No new interest. Still one member short.

New Business

NJ State Aid Report – Michael provided partially complete report for review. Still needs to add a few programs held and will have Anne Keating sign when completed. Once submitted, the library is eligible to apply for state aid in October.

Retirement Policy – After 30 years, Michael advised one of the employees will be retiring the end of March and wanted to review the library's policy on leftover vacation and sick time. After much discussion it was decided to use the borough's policy of paying for any unused vacation days and sick time to be paid at half rate with a maximum payout of \$15,000. Anne Keating motioned to follow borough's policy for retirement of 50 hours sick time and 16 accrued vacation days, seconded by Margaret Kaffka, all in favor.

Meeting Opened for Public Comments – The meeting was opened for public comments at 8:16pm. Being that there were no public comments or questions, the open portion of the meeting was closed at 8:16pm.

Meeting Adjourned – A motion was made to adjourn the meeting at 8:17pm by Anne Keating, seconded by Sheryl Bossak, carried.

The next meeting is scheduled for March 21, 2022, at 7:00 p.m.