

## LIBRARY MINUTES

June 13, 2022

The June regular monthly meeting of the Pompton Lakes Public Library was called to order by Margaret Kaffka at 7:03 p.m. on Monday, June 13, 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. Margaret Kaffka, Mrs. Lisa Kihlberg, Ms. Melissa Serra, Dr. Jayne Tanis, Mr. Michael Drazek, Director

**Absent:** Mrs. Anne Keating

**Minutes:** The May 2022 regular meeting minutes were examined. A motion was made by Melissa Serra to accept the minutes with correction to include left out discussion of crumbling front steps, seconded by Lisa Kihlberg, carried.

**Meeting Opened for Public Comments** – The meeting was opened for public comments at 7:03pm. Being that there were no public comments or questions, the open portion of the meeting was closed at 7:04pm.

### **Collection and Finance**

Collection report and bill lists were reviewed. It was noted that collection numbers have decreased a little but summer reading programs starting next month will bring the numbers back up. Bills were reviewed noting OTC stands for Oriental Trading Company used to purchase reading program material.

A motion was made to approve transfer of funds from the Library Checking account to the Borough Checking account to pay the Budget 2022 bills on the June 2022 Bill list by Lisa Kihlberg, seconded by Sheryl Bossak, carried.

A motion was made to approve payment of the Budget 2022 Bills on the June 2022 Bill List from the Borough Checking account by Lisa Kihlberg, seconded by Jayne Tanis, carried

A motion was made to approve payment of the Budget 2022 Bills on the June 2022 Bill List from the Library Checking Account by Lisa Kihlberg, seconded by Margaret Kaffka, carried

### **Director's Report**

The Director's Report was reviewed. Discussion of construction progress followed. Michael explained a lot of the work has been completed outside, but not on the inside. The inside still requires doors, sink, railings, heating, and paint. Due to short staffed DPW, Michael explained that the BID has offered to help install the bench donated by the PL Woman's Club. Rob Walker from the BID contacted Michael for details. See old business below for further details. Further discussion continued including summer programs, auditor, and chess club meetings. The recent BID concert on June 9<sup>th</sup> was well attended. Friends of the Library met that same night and discussed ideas for the 18-month calendar, including pictures and that Tandem Graphics will be helping to produce them.

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

Shirley reported on all the exciting happenings with the Friends of the Library. Treasury report is at \$10,512.52. It was a short meeting because the BID concert was the same night. Flowers were planted at the library today. Steve is working on the cover photo for the Reflections of the Pandemic book deciding to go with a photo of the empty streets in town. High school digital yearbook scanning is complete, and books will be returned. Movie night series has been confirmed. The movie series will include Abbott and Costello on 8/26, Lad the Dog on 9/2, and Simpler Times on 9/16. Photos for the 110<sup>th</sup> Birthday 18-month calendar have been selected. Carol and Steve will meet June 21<sup>st</sup> to confirm selections. Hoping to coordinate bench dedication soon. Dues have not been collected for the last two years. Suggestion to collect dues again was discussed. Pompton Reformed Church planning free dinner June 23<sup>rd</sup>. However, that is the same night as graduation. Margaret will reach out to Joann Sisco to make her aware. Next meeting is scheduled for 7/14/22 at 6pm.

### **Old Business**

Copier/Scanner/Fax Machine – Council passed resolution at the May 25<sup>th</sup> meeting to purchase new machine. However, a few days later, the new borough administrator explained that the wording of the resolution does not apply to the library

and will need to be changed. The wording should be corrected in time for the next council meeting on June 22<sup>nd</sup> and will need to be approved again then.

Bench – Due to once again postponed installation, Lisa Kihlberg emailed borough clerk Liz Brandness for an update on the bench installation and subsequently received a call from Dan at DPW wanting to know where the bench should be installed. However, Lisa did not know that BID had reached out to Michael as well. The bench has been in storage since August 2021 waiting for warmer weather, only to be told that it would not be installed until this fall, therefore she did not want to wait any longer to schedule the install. Jayne Tanis commented that this may not be a priority and suggested that board members attend a council meeting. The library is the pride of our town and should look the part. In addition to the bench, the front steps still need to be repaired as well. See below. Margaret, Lisa, and Sheryl will attend the next council meeting on June 22<sup>nd</sup> at 7:30pm to voice their concern.

Front Steps – Crumbling, unusable front entrance steps still have not been repaired. Lively discussion followed on when they will be repaired and by whom. It has been difficult for visitors to enter the library because construction at the back entrance is forcing everyone to use the front door instead, which is only accessible by a ramp. This will be mentioned at the next council meeting as well.

Remote Public Meetings – Sheryl spoke with Michael Cerrone to discuss remote versus in person meetings. Michael explained most boards are meeting in person. However, an addendum to the bylaws can be added to include stipulations for remote meetings. Sheryl shared via email wording provided by Michael Serone. The board will review and would be able to decide how to proceed. Discussion followed on preference and decided to add this to the September agenda under new business. In the meantime, the Zoom contract provided by the state library will expire the end of June with a decision to be made in July if they will continue. Jayne made a motion to purchase our own Zoom account if the state library does not continue theirs, seconded by Sheryl Bossak, all in favor. This is so we can hold the September meeting via Zoom if necessary.

### **New Business**

Temporary Staffing – One of the staff members will be scheduled for time off due to surgery which will cause a disruption in scheduling. Because it will be temporary, Michael advised it would be wise to use a temp agency to fill in the temporary gaps. He will require approximately 45 hours. If temporary help cannot be secured, the library may need to close at certain times. Margaret commented that this would not be wise. Cost for temporary help runs between \$28 and \$41 per hour. Total cost for the time needed would be around \$1350. Jayne asked if liability insurance is included. Michael replied yes. They are employed by the temp agency and covered under their insurance. Sheryl Bossak made a motion to secure temporary staffing at approximately \$1350, seconded by Lisa Kihlberg, carried. Further discussion continued for additional staffing needed when two more staff members leave this summer. Michael will advertise help needed. All new positions are within the budget.

Puzzle Exchange – Michael Drazek received request to introduce puzzle exchange. Discussion followed on where the puzzles would be stored and how it would be done. Lisa suggested that we do one exchange day instead of finding a way to store them. To be discussed in more detail at next meeting.

**Meeting Opened for Public Comments** – The meeting was opened for public comments at 7:52pm. Being that there were no public comments or questions, the open portion of the meeting was closed at 7:53pm.

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

The next meeting is scheduled for September 19, 2022, at 7:00 p.m.