

TRUSTEES OF THE FREE PUBLIC LIBRARY
BOROUGH OF NORTH HALEDON

Minutes
March 14, 2018
Regular Meeting

- A. Meeting called to order: 7:35 p.m.—President John Fearn presiding
- B. Reading of the Open Public Meetings Act: This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of March 14, 2018 was included in a list of meetings notice sent to the NORTH JERSEY HERALD & NEWS and THE HAWTHORNE PRESS on January 18, 2018, was posted on the bulletin board and remains continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the Office of the Borough Clerk.

Proper notice having been given, the Secretary is directed to include this statement in the minutes of this meeting.

- C. Roll call:
1. Members present: Shirley De Groot, John Fearn, Mayor Randy George, Erik Malpica, Holly Rogers, Joanne Tattersall
 2. Members absent: None
 3. Staff present: Susan Serico, Library Director
 4. Guests present: None
- D. Correspondence: None
- E. Minutes of the previous meeting: **Motion to approve the minutes of the previous meeting of February 14, 2018 made by Holly Rogers and seconded by Erik Malpica. Motion carried.**
- F. Treasurer's General Fund Report: **Motion to receive the January 2018 Treasurer's General Fund Report made by Erik Malpica and seconded by Joanne Tattersall. Motion carried.**
- G. Treasurer's Gift Account Report: **Motion to receive the January 2018 Treasurer's Gift Account Report made by Erik Malpica and seconded by Joanne Tattersall. Motion carried.**
- H. Treasurer's Capital Account Report: **Motion to receive the January 2018 Treasurer's Capital Account Report made by Erik Malpica and seconded by Joanne Tattersall. Motion carried.**

- I. Bills in Order to Be Paid: **Motion the bills for February 15-March 14, 2018 be paid if and when the funds are available made by Erik Malpica and seconded by Joanne Tattersall. Motion carried.** (Copy attached and made part of the within minutes.)
- J. Director's Report: **Motion to receive the February 2018 Director's Report made by Erik Malpica and seconded by Holly Rogers. Motion carried.**
- K. Committee reports:
1. Public Relations
 - a. 12 children in grades K-4 celebrated Presidents' Day during the February 16 session of After-School Story Time.
 - b. Seven women made decorative pots o' gold at the February 20 Crafty Ladies workshop.
 - c. Six members of the Angels for Animals organization met at the library on February 21.
 - d. 12 children in grades 3-5 experimented with catapults at the February 23 Super Science class.
 - e. Six children ages 12-23 months and a parent/caregiver are registered for the February 26 through March 26 session of Baby Play Time.
 - f. 14 adults participated in the North Haledon Green Team's Seed Education & Swap held at the library on February 26.
 - g. 15 adults screened the feature film *Wonder* on February 27. Funding for the Movies Worth Watching series is provided by the Friends of the Library.
 - h. Seven two year-olds and a parent/caregiver are registered for the February 29 through March 28 session of Toddler Story Time.
 - i. Six members of the Van Guard Medical Focus Group met at the library on February 28.
 - j. 15 adults are registered for the March 1 through April 5 session of Chair Yoga. Chair Yoga is sponsored in part by the Friends of the Library.
 - k. Tech Talk resumed on March 1 and will run through Memorial Day. The Thursday evening program is funded by the Friends of the Library.
 - l. 11 children ages 3-5 and a parent/caregiver are registered for the March 2 through March 23 session of Preschool Story Hour.
 - m. On March 2, despite the snowy weather, 11 school-age children stopped in after school to play with the library's collection of board games.
 - n. Richard Feingold presented a program on *The Schuyler Sisters and the Hamilton Musical* on March 6. A Tuesday Talks for Seniors presentation, the program was attended by 15 adults. Funding for the program was provided by the Friends of the Library.
 - o. 10 children in grades K-2 learned about the world of birds during the March 9 Super Science class.
 - p. On March 10, this library joined other libraries across New Jersey in observing Makers Day. Six children and four adults stopped in to build structures, vehicles, creatures and more. Building materials were made available through funding provided by the Friends of the Library.

- q. 11 adults discussed *The 100 Year-Old Man Who Climbed Out the Window and Disappeared* by Jonas Jonasson at the March 13 Readers Kaffeeklatsch. Lorna Noonan moderated the discussion.
- r. Upcoming programs:
 - (1.) Green Team (3/15)
 - (2.) Girl Scouts (3/15)
 - (3.) After-School Story Time (3/16)
 - (4.) Crafty Ladies (3/20)
 - (5.) Friends of the Library meeting (3/20)
 - (6.) Walk 'n' Talk (3/21)
 - (7.) Angels for Animals (3/21)
 - (8.) Super Science (3/23)
 - (9.) Movies Worth Watching (3/27)
 - (10.) Public Events Committee meeting (3/27)
 - (11.) Makers Week (4/2-4/6)
 - (12.) Golden Age Club Executive Board meeting (4/2)
 - (13.) Readers Kaffeeklatsch (4/10)

2. Personnel: No report

3. Building, Grounds and Expansion:

- a. High Mountain Electric completed the installation of new LED light fixtures in the Conference Room, the Director's Office, the Tech Services Office, the Children's Room, the restrooms, and the kitchen during the week of February 19.
- b. Pride Alarms, Inc. will be installing the fire alarm system during the week of March 26.

4. Policy/Library Service:

- a. The library was closed on March 7, 2018 due to the Nor'easter.
- b. Libraries across the country are moving towards a fine-free environment. PALS Plus is considering advocating for the same; however, members of the consortium felt statistical data was needed before a decision could be reached. Knowing that Mayor George is in favor of eliminating fines, the Director volunteered to have our library serve as the "test case" for Passaic County. As of April 1, 2018, fines for overdue materials will be forgiven. Fees for lost or damaged materials will however, remain intact.

- 5. Finance:
 - a. The Director completed and submitted the *2017 New Jersey Public Library Statistical Report* on March 5, 2018.
 - b. **Motion for a resolution to request from the Borough of North Haledon the sum of one hundred eleven thousand seven hundred ninety-three dollars and fifty cents (\$111,793.50) appropriated for Library purposes April through June 2018 made by Erik Malpica and seconded by Joanne Tattersall. Motion carried.** (Copy attached and made part of the within minutes.)

L. Unfinished business: None

M. New business:

- 1. **Erik Malpica moved and Holly Rogers seconded a motion for a resolution to host the 2018 *Walk 'n' Talk* program in conjunction with the Friends of the Library.** (Copy attached and made part of the within minutes.)
- 2. A donation of twenty-five dollars (\$25.00) was given by Susan Serico in memory of Doris Ploch.

P. Motion to open meeting to public for discussion: **Motion to open meeting to the public for discussion made by Holly Rogers and seconded by Erik Malpica. Motion carried.**

Q. Motion to close the floor to the public: **There being no public present, motion to close the floor to the public made by Holly Rogers and seconded by Erik Malpica. Motion carried.**

R. Motion to close the meeting: **There being no further business to discuss, motion to close the meeting and adjourn made by Erik Malpica and seconded by Holly Rogers. Motion carried.**

S. Date of next regularly scheduled meeting: The next meeting of the Trustees of the Free Public Library of the Borough of North Haledon will be held April 11, 2018 at 7:30 p.m. in the library.

Respectfully submitted,



Shirley De Groot
Secretary

Sfs

Free Public Library
Borough of North Haledon

Bills in Order to Be Paid
February 15 - March 14, 2018

I. GENERAL FUND

A. SALARIES/LONGEVITY (February 2018) 19,535.60

B. FRINGE BENEFITS

Social Security (February 2018) 1,494.48
Unemployment/Disability (February 2018) 29.31
1,523.79

C. MATERIALS

Audiovisual:

CDs:

Recorded Books, LLC (75716960, 75718148, 75720942,
75719688, 75722821, 75723313, 75723641) 353.44

DVDs:

Baker & Taylor (Q16098900, Q16721170, Q17367530,
Q17964260) 184.32

Books:

Baker & Taylor (3022046677, 3022061667) 670.34

Computer-readable:

eBooks:

OverDrive, Inc. (06137CO18022156, 06137CO18034127,
06137CO18035180) 672.99

1,881.09

D. COMPUTER COSTS

PC Supplies:

Staples Credit Plan (2014192091, 2026375531) 1,005.46

1,005.46

E. OTHER LIBRARY OPERATING EXPENDITURES

Communications:

AT & T (01/28/2018-02/28/2018) 153.16

Library Supplies:

Brodart Co. (493848) 51.48

ELM USA Inc. (9458) 147.33

Staples Credit Plan (2010343761, 63192) 270.57

Public Relations:

Art & Craft Supplies:

Adult programs:

Oriental Trading Company (688716379-01) 22.91

Book club supplies:

Adult programs:

Baker & Taylor (3022048290, 3022051046) 400.56

1,046.01

Free Public Library
Borough of North Haledon

**Bills in Order to Be Paid
February 15 - March 14, 2018**

F. PLANT OPERATION & MAINTENANCE

Carpet & Floor Maintenance:

Mark IV Dry Carpet Cleaning Service (4293) 230.00

Custodial Supplies:

Staples Credit Plan (2026465531, 2026466031, 2022118531) 307.13

Lighting, Heating, A/C:

Public Service Electric & Gas Co. (01/25/2018-02/26/2018) 2,164.39

Water:

Manchester Utilities Authority (11/19/2017-02/23/1018) 160.74

2,862.26

TOTAL DISBURSEMENTS FROM GENERAL FUND

27,854.21

II. CAPITAL ACCOUNT

A. PLANT OPERATION & MAINTENANCE

Renovations/Expansion:

High Mountain Electric LC (1012306) 22,500.00

Albert F. Zaccone, AIA (1706) 75.00

22,575.00

TOTAL DISBURSEMENTS FROM CAPITAL ACCOUNT

22,575.00

Respectfully submitted,



Susan Serico
Director

Trustees of the Free Public Library
Borough of North Haledon

RESOLUTION
#4 – 2018

**TITLE: RESOLUTION TO REQUEST BOROUGH ALLOTMENT FOR
2nd QUARTER, 2018**

WHEREAS, pursuant to N.J.S.A. 40:54-8 and 40:54-29.4, municipalities are required to provide an annual mandatory library appropriation;

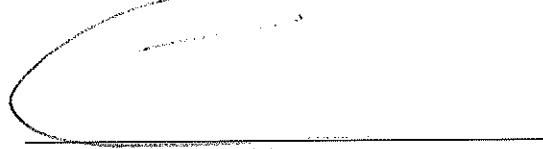
AND WHEREAS the minimum annual appropriation must be a sum equal to one-third of a mill on every dollar of taxable value of each property within the municipality based on the equalized valuation of such property as certified by the Director of the Division of Taxation in the Department of the Treasury;

AND WHEREAS municipalities which structure the expenditure of the library appropriation into periodic payments, shall make such periodic payments to the treasurer in advance at a rate of no less than 25 percent of the total annual appropriation in quarterly installments;

NOW THEREFORE BE IT RESOLVED by the Trustees of the Free Public Library of the Borough of North Haledon,

THAT the President and Treasurer be authorized to issue its warrant upon the Borough of North Haledon for the total sum of:

One hundred eleven thousand seven hundred ninety-three dollars and fifty cents (\$111,793.50) for library purposes for April through June 2018.



John Fearn, President



Shirley De Groot, Secretary

ADOPTED: 3/14/2018

Trustees of the Free Public Library
Borough of North Haledon

RESOLUTION
#5 – 2018

TITLE: RESOLUTION TO CO-HOST WALK 'N' TALK PROGRAM

WHEREAS, the Friends of the North Haledon Free Public Library periodically sponsor educational walks at nearby parks and recreational areas for Borough residents and non-residents alike through the *Walk 'n' Talk* program,

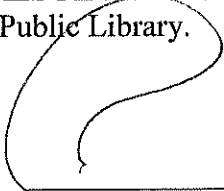
AND WHEREAS, there has been continued interest in the *Walk 'n' Talk* program,

NOW THEREFORE BE IT RESOLVED by the Trustees of the Free Public Library of the Borough of North Haledon,

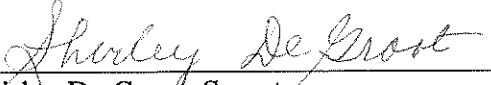
THAT the Library Board of Trustees co-sponsor the *Walk 'n' Talk* program for year ending December 31, 2018,

AND THAT this program be carried out through the Friends of the North Haledon Free Public Library.

MAY IT FURTHER BE RESOLVED that all finances be handled through the Friends of the North Haledon Free Public Library.



John Fearn, President



Shirley De Groot, Secretary

ADOPTED: 3/14/2018