

Leonia Public Library Board of Trustees Meeting
February 12, 2020

Board President Jim Moore called the meeting to order at 7:34 pm. In attendance were Library Director Elysse Fink, Assistant Director Lizzie Latham, Council Liaison Bernadette Flaim, and Trustees John Kendrick, Betty Carillo, Mary Heveran, Sue Boyd, Ed Bertolini and Diane Tausner.

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Betty moved to approve the minutes of the Regular Meeting of January 22, 2020. Sue seconded. The Trustees voted unanimously in favor.

Betty moved to approve the minutes of the Closed Session of January 22, 2020. Sue seconded. The Trustees voted unanimously in favor.

Elysse reported that several building improvements had recently been completed: in addition to the new carpeting, new chairs have been placed in the teen area and some new shelving has been installed. Elysse met with the town architect regarding a proposal to be submitted for the NJ State Library Construction Bond Act. She will likely have more information on that by the next Board meeting. Elysse also reported that the WiFi and elevator emergency phone have been fixed; it was, as previously suspected, a Verizon connectivity issue. There are still problems with a transition to full fiber optics. Verizon still needs to schedule a time to replace the old copper wire with fiber optic cables.

Elysse informed the Trustees that the Library has adopted the BCCLS Unified Loans & Renewals System.

Elysse noted that the Mayor & Council have decided to move their meetings to ACS as of February 19. She was not sure about the Planning Board meetings; Bernadette will check on their plans.

Elysse noted that the Lunar New Year dance group and children's Lunar New Year program were both successful. The Library would like to have the dancers back for the Chuseok Festival and possibly for some summer programming.

Mary Heveran joined the meeting at 7:43 pm.

Elysse gave the Monthly Financial Report. She has set up a new system with Lynn Hemmer regarding bills from Verizon, Suez and PSE&G. Going forward, Elysse will open all bills and scan them to a shared drive. Elysse will also be meeting with the town's new CFO, Sheryl Luna, on February 18 to discuss further improvements to the current way purchase orders are processed and bills are paid. She will have an update for the board as of the next Board Meeting. As the municipal budget has not yet been passed, the cash report is still a draft. The Annual Appeal has netted \$24,172 to date.

Betty moved that the Bill List be approved, with the inclusion of Carolyn's last name on her check. John seconded. The Trustees voted unanimously in favor.

Committee Reports:

- The Finance Committee met twice. They addressed the need for bookkeeping safeguards.
- Jim appointed Mary and Sue to serve on the History Committee.
- Jim appointed John and Diane to serve on the Technology Committee.
- Jim appointed himself, Sue and Brad to serve on the Fundraising Committee, which will liaise with the Friends of the Leonia Library.

Since the municipality's late night is Tuesday, Elyse proposed changing the Library's late nights from Monday, Wednesday and Thursday to Monday, Tuesday and Wednesday. The Trustees will consider this change once the details are worked out.

Bernadette reported that the Council is working on the capital budget. They held hearings for the Police Department, Fire Department and Department of Public Works on February 10. They will be meeting with the remaining departments on February 24. The Borough's new administrator, clerk and CFO are all working out very well, and the Borough is holding a series of professional development programs.

Elyse noted the receipt of a donation from the Leonia Community Chest in the amount of \$1,500 for the Library's Museum Pass and ESL programs. We are extremely appreciative of this generous donation.

Bernadette and Lizzie left the meeting at 8:15 pm.

Sue moved to go into Closed Session. Mary seconded. The Trustees voted unanimously in favor.

Betty moved to hire Cindy Czesak as Interim Director during Elyse's upcoming maternity leave at \$40 per hour for 21 hours per week for 12 weeks, for a total of \$10,080. Ed seconded. The Trustees voted unanimously in favor.

John moved to adjourn. Sue seconded. The Trustees voted unanimously in favor. The meeting was adjourned at 8:58 p.m.

Respectfully submitted,
Diane Tausner, Secretary