



**FLORHAM PARK FREE PUBLIC LIBRARY
BOARD OF TRUSTEES**

January 18, 2021
MINUTES

I. Call to order:

Sunshine Law obligations met.

Attendance

Mayors Rep (K. Santoro)	Y
School Board (J. Stumpf)	Y
N. Shah	Y
D. Rose	Y
L. Gaydosh	Y
J. Guerin	Y
S. Saul	Y
T. Michalowski	N

Meeting called to order at 7:00 pm by Library Director Nancy Aravec Shah

Nomination of Donna Rose for President, Library Board of Trustees

Motion: L. Gaydosh

Second: J. Guerin

Motion carried unanimously.

Nomination of J. Guerin, Jr as Treasurer

Motion: L. Gaydosh

Second D. Rose

Motion carried unanimously.

Nomination of Dr. Lou Gaydosh for Secretary

Motion: J. Guerin

Second S. Saul

Motion carried unanimously.

Board President recommendations and nominations for standing committees:

Policy

Chair: Stacy Saul

Members:

J. Stumpf

T. Michalowski

Planning

Chair: D. Rose

J. Guerin

L. Gaydosh

Personnel

Chair: J. Guerin

Members:

L. Gaydosh

D. Rose

Accepted by Board as nominated

Annual Resolutions

Authorized Banks

New Jersey Cash Management Fund

M & T Bank

Blue Foundry

M&T Bank

Acct #

Regular Savings 15004237951600

Special Savings 15004237958606

Love Savings 15004237950107

Ritzer Savings 15004237949762

Checking Account 207300184

Blue Foundry Bank - formerly Boiling Springs Savings Bank

Sun Account 3395080

NJ Cash Management Fund

Regular Savings 000096830-171

Special Savings 000099393-171

Love Savings 000099385-171

Ritzer Savings 000099406-171

Cunningham Savings 000151572-171

Sun Savings 000151513-171

Capital Savings 000108863-171

Bequest Savings 000152323-171

Motion: J. Guerin

Second: L. Gaydosh

Motion carried unanimously

\$ 0.00 from Ritter
\$ 0.00 from Bequest
\$ 0.00 from Capital

Total \$ 24,716.68

January 18, 2021 \$38,188.80 (January 2021 expenditures)

\$ 38,188.80 from Regular
\$ 0.00 from SUN
\$ 0.00 from LOVE
\$ 0.00 from Cunningham
\$ 0.00 from Special
\$ 0.00 from Ritter
\$ 0.00 from Bequest
\$ 0.00 from Capital

Total \$ 38,188.80

Motion: J. Guerin

Second: D. Rose

Motion carried unanimously.

VI. Director's Report:
Accepted as presented.

VII. Personnel Committee:
Library Director Annual Review completed.

Library Director Goals

Library Director Goals - 2021

1. Staff relationships and management
 1. Evaluate the page program re staffing w/ Donna Nafie
 2. Streamline workflow
2. Library goals as stated in the strategic plan
 1. Gather data in preparation for 2021+ strategic plan
 2. Patron survey(s), focus groups etc.
3. Financial responsibility and oversight.
 1. Complete State Report
 2. Participate in 2021 budget planning
4. Overall quality of library services.
 1. Become familiar with all aspects of FPPL operation
 2. Explore programming opportunities
 3. Explore investment in new technologies and related equipment - VR, photo/video digital transfer, etc
 4. Explore/expand digital collection including access to online subscriptions and licenses - Hoopla, LinkedIn Learning/Lynda.com, BookPage digital, creativebug.com, etc.
 5. Revitalize displays and expand Readers Advisory
5. Community Relations
 1. Be visible

2. Evaluate the effectiveness of social media - draft communications/social media policy and employee communications/social media policy
3. Emphasize community engagement/partnerships
6. Facilities Management
 1. Seating - audit/replace/reupholster
 2. Carpeting - Monitor/plan replacement as necessary

VII. Policy Committee:

Accepted with editing changes to reflect new auto-renewal, fines, and extended loan periods for children and YA books.

Policy Manual

Motion: J. Guerin
Motion carried unanimously.

Second: L. Gaydosh

IX. Planning Committee:

Strategic Plan

Motion: J. Stumpf
Motion carried unanimously.

Second: S. Saul

X. Old Business:

None

XI. New Business:

None

XII. Adjournment

Motion to adjourn meeting at 7:35pm.

Motion: J. Guerin
Motion carried unanimously.

Second: L. Gaydosh

Respectfully submitted,

Joe Guerin

Florham Park Public Library

January 2021 Budget Transfers - Final 2020

Line No.	Budget as of Nov 2020	Amount Transferred	Revised Budget	Line No. Transferred To	Budget as of Nov 2020	Amount Transferred	Revised Budget
30.25 ILL Delivery	4,862.00	3,500.00	1,362.00	10.45 Digital Content	45,250.00	3,500.00	48,750.00
40.1 Electric	18,750.00	4,500.00	14,250.00	10.45 Digital Content	48,750.00	4,500.00	53,250.00
70.1 Programs	19,100.00	2,500.00	16,600.00	10.45 Digital Content	53,250.00	2,500.00	55,750.00
70.1 Programs	16,600.00	300.00	16,300.00	50.1 Repairs	12,900.00	300.00	13,200.00
70.15 Public Relations	11,100.00	200.00	10,900.00	50.2 Maintenance	24,650.00	200.00	24,850.00
Total		11,000.00				11,000.00	
Net Change =	Amount Transferred From	Minus	Amount Transferred To				
0.00 =							
2,500.00 -	\$11,000.00		\$11,000.00				
Final 2020 Total B =	2020 Total B	Plus	Net Change				
\$403,427.00	\$403,427.00		\$0.00				

**THE FREE PUBLIC LIBRARY OF THE BOROUGH OF FLORHAM PARK, BOROUGH OF
FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY RESOLUTION # 2120-001
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR BOOKS AND
COLLECTION MATERIALS**

WHEREAS, The Florham Park Public Library has a need to acquire books and collection materials as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A- 20.5; and,

WHEREAS, The Florham Park Public Library has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Baker & Taylor has indicated they will provide books and collection materials as ordered by the Florham Park Public Library via purchase order; and

WHEREAS, Baker & Taylor has completed and submitted a Business Entity Disclosure Certification which certifies that Baker & Taylor has not made any reportable contributions to a political or candidate committee in Florham Park in the previous one year, and that the contract will prohibit Baker & Taylor from making any reportable contributions through the term of the contract, and

WHEREAS, funds will be encumbered by purchase order on an as needed basis.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of The Florham Park Public Library authorizes Director Nancy Aravec Shah to enter into a contract with Baker & Taylor as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Trustee Approval: January 18, 2021

_____ Board President

ATTEST:

_____ Nancy Aravec Shah

Library Director

CERTIFICATION

I HEREBY CERTIFY this to be a true and correct Resolution of the Board of Trustees of the Borough of Florham Park Library and adopted on January 18, 2010 _____

**THE FREE PUBLIC LIBRARY OF THE BOROUGH OF FLORHAM PARK, BOROUGH OF
FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY RESOLUTION # 2021-002
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR BOOKS AND
COLLECTION MATERIALS**

WHEREAS, The Florham Park Public Library has a need to acquire books and collection materials as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A- 20.5; and,

WHEREAS, The Florham Park Public Library has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Bibliotheca has indicated they will provide books and collection materials as ordered by the Florham Park Public Library via purchase order; and

WHEREAS, Bibliotheca has completed and submitted a Business Entity Disclosure Certification which certifies that Bibliotheca has not made any reportable contributions to a political or candidate committee in Florham Park in the previous one year, and that the contract will prohibit Bibliotheca from making any reportable contributions through the term of the contract, and

WHEREAS, funds will be encumbered by purchase order on an as needed basis.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of The Florham Park Public Library authorizes Director Nancy Aravec Shah to enter into a contract with Bibliotheca as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Trustee Approval: January 18, 2021

_____ Board President

ATTEST:

_____ Nancy Aravec Shah

Library Director

CERTIFICATION

I HEREBY CERTIFY this to be a true and correct Resolution of the Board of Trustees of the Borough of Florham Park and adopted on January 18, 2021 _____