



FLORHAM PARK FREE PUBLIC LIBRARY
BOARD OF TRUSTEES

July 17, 2023
MINUTES

I. Call to order: @ 7:10 pm

Sunshine law obligations met.

II. Roll Call

Present:

Mayors Rep (J. Marchal)	Y
School Board (J. Stumpf)	N
N. Araveczech Shah (Director)	Y
L. Gaydosh	N
J. Guerin	Y
T. Michalowski	N
M. Mink	Y
S. Saul	Y

III. Motion to approve Minutes of June 19, 2023, meeting as presented.

Motion: J. Marchal; Second: M. Mink
Motion carried unanimously.

IV. PUBLIC PORTION

V. Correspondence:

- A. Baker and Taylor Price Increase Notification--B&T lowering discounts to libraries so higher net prices
- B. Ingram Delivery Notice--potential UPS work stoppage August 1, 2023, may disrupt deliveries.
- C. Letter to Madison Library Board of Trustees--Madison Library patron requested to stop using FP library due to returning dirty materials

VI. Treasurer's Report:

A. Motion to accept Treasurer's Report as of July 17, 2023, as presented.

- 1. Monthly Expenses: \$38,758.60
- 2. Account Balance: \$342,591.08

Motion: S. Saul; Second: M. Mink
Motion carried unanimously.

VII. Consideration of Expenditures:

A. Motion to approve Expenditures as of July 17, 2023 as presented:

\$ 29,388.05 from Regular
\$ 9,370.55 from SUN
\$ 0.00 from LOVE
\$ 0.00 from Special
Total \$ 38,758.60

Motion: M. Mink; Second: S. Saul
Motion carried unanimously.

VIII. Director's Report:

A. Director's Report accepted as presented.

- 1. Library Usage: foot traffic up; circulation up
- 2. Facility: teen room chairs and slat wall end panels for adult fiction delivered. Getting quotes for brackets & pegs to stabilize shelves. DPW offered two solutions to shelving. Soyka Smith Design Studio presented a Children's Room project.
- 3. Finance: book costs increasing including B&T lowering purchase discounts and Main assessment increasing LibraryLinkNJ increasing delivery fee by 2% to \$4.06 per delivery. 2022 audit expected to be done at the end of month.

4. Collection and Services: added The Financial Times subscription; Amanda Murphy working on internal procedures master document.
5. Digital Resources and Technology: new Meraki firewall installation July 21; average price of ebooks/other media continues to increase. Hoopla volumes up 50% with a doubling in price; not renewing Creative Bug.
6. Programming and Community Outreach: more than 300 people attended the Summer Reading kickoff event with 295 readers signed up to date. Community scavenger hunt performing well.
7. Library Policy: updated Personnel Handbook
8. Planning: survey data for 2024-2026 Strategic Plan.

IX. Personnel Committee:

A. Update on Personnel Manual Overhaul

B. Reimbursement of Background-Library will reimburse employees after 30 days of employment for cost of background checks; will reimburse volunteers after 60 days of active volunteer activity

Motion: J. Guerin; Second: J. Marchal
Motion carried unanimously.

X. Policy Committee:

A. New Policy: Reimbursement of Background-Library will reimburse employees after 30 days of employment for cost of background checks; will reimburse volunteers after 60 days of active volunteer activity

Motion: J. Guerin; Second: J. Marchal
Motion carried unanimously.

XI. Planning Committee:

A. Review of Strategic Plan Community Survey Data

B. Soyka Smith Design Studio Proposal for Children's Room Renovation

Motion: J. Guerin; Second: M. Mink
Motion carried unanimously.

XII. Old Business:

A. Library Shelving

XIII. New Business:

A. Resolution #2023-15: Resolution to Apply for FY24 Grant Opportunity: Morris Arts 2024 Local Arts Grant

B. Motion: Two (2) Library Board officers (President, Treasurer, or Secretary) are authorized to pay bills for the month of August 2023, with voucher list to be prepared and presented for ratification by Board of Trustees at September 2023 meeting.

Motion: J. Guerin ; Second: M. Mink

Motion carried unanimously.

XIV. Adjournment

Motion to adjourn meeting at 7:54 pm.

Motion: J. Guerin; Second: M. Mink

Motion carried unanimously.

Respectfully submitted,
Stacy Rosen Saul