



FLORHAM PARK FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES

September 18, 2023  
MINUTES

I. Call to order: @ 7:05 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                    | Y |
| J. Guerin                     | Y |
| T. Michalowski                | Y |
| M. Mink                       | Y |
| S. Saul                       | Y |

III. Motion to approve Minutes of July 17, 2023, meeting as presented.

Motion: L. Gaydosh; Second: M. Mink  
Motion carried unanimously.

IV. PUBLIC PORTION

V. Correspondence:

A. Compliment on summer reading program.

B. PC issues.

C. Teen boys incident.

D. Attorney to Auditor letter.

#### VI. Treasurer's Report:

A. Motion to accept Treasurer's Report as of August 31, 2023, as presented.

1. Monthly Expenses: \$15,265.25

2. Account Balance: \$405,420.64

Motion: T. Michalowski;                      Second: M. Mink

Motion carried unanimously.

B. Motion to accept Treasurer's Report as of July 31, 2023, as presented.

1. Monthly Expenses: \$21,656.31

2. Account Balance: \$417,477.14

Motion: T. Michalowski;                      Second: M. Mink

#### VII. Consideration of Expenditures:

A. Motion to approve Expenditures as of September 18, 2023, as presented for August 2023 bills:

\$ 15,265.31 from Regular

\$ 0.00 from SUN

\$ 0.00 from LOVE

\$ 0.00 from Special

Total \$ 15,265.31

Motion: J. Marchal;                      Second: M. Mink

Motion carried unanimously.

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

\$ 21,656.31 from Regular

\$ 0.00 from SUN

\$ 0.00 from LOVE

\$ 0.00 from Special

Total \$ 21,656.31

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

#### VIII. Director's Report:

##### A. Director's Report accepted as presented.

1. General Updates: Covid impacting staff; unruly teenagers causing disruption; Madison Library closed for renovations for about a year.
2. Summer Reading Recap: record year for program with 382 readers with 50% active participation rate vs. 125 readers and 30% participation rate last year.
3. Facility: Children's Room proposal to renovate; DPW stabilized the shelves; handicap door issues.
4. Finance: 2022 audit complete; looking at filing RFP to find a new bank to replace M&T; Cash drawer short a few times so new procedures implemented.
5. Human Resources: Personnel Handbook reviewed by attorney and presented for Board approval. Amber Sowinski, Senior Library Assistant for Technology, has resigned from her position. Looking at hiring replacement **and creating more efficient tech operations.**
6. Collections and Services: made changes in adult nonfiction book placement.
7. Digital Resources and Technology: looking at Shemaroo and The Shelf for foreign language content requested by patrons. New firewall protocol impacting network PCs and the print and reservation software program.
8. Programming and Community Outreach: robust fall calendar; having discussions with Florham Park Garden Club, Environmental Commission and Boy Scouts to improve the exterior of the library.
9. Planning: Strategic Planning committee working on draft of 2024-26 strategic plan.
10. Main Library Alliance: Mountainside Public Library has applied to join Main.

#### IX. Personnel Committee:

##### A. Presentation of Personnel Manual for Approval

##### B. Library Assistant for Technology

##### C. Reorganization of technology-related roles and responsibilities

Motion: L. Gaydosh;                      Second: S. Saul  
Motion carried unanimously.

#### X. Policy Committee:

##### A. Personnel administration- no changes

XI. Planning Committee:

A. Update on Strategic Plan

B. Proposal for Children's Room Renovation

Director to seek alternative financing options and quotes for roofing, carpeting, and HVAC work prior to project approval.

Motion: J. Guerin; Second: M. Mink

Motion carried unanimously.

XII. Old Business:

A. Library Shelving

B. Reminder to complete background checks, Trustee CE

XIII. New Business:

A. Banking RFP

XIV. Adjournment

Motion to adjourn meeting at 8:37 pm.

Motion: J. Guerin; Second: M. Mink

Motion carried unanimously.

Respectfully submitted,  
Stacy Rosen Saul