



FLORHAM PARK FREE PUBLIC LIBRARY
BOARD OF TRUSTEES

December 18, 2023
MINUTES

I. Call to order: @ 7:00 pm

Sunshine law obligations met.

II. Roll Call

Present:

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

III. Motion to approve Minutes of November 20, 2023, meeting as presented.

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

IV. PUBLIC PORTION

V. Correspondence:

A. 2023 Library Highlights: 2023 marked one of the busiest years based on foot traffic, overall circulation and program attendance. Summer Reading program continues to be strong with 320 readers participating. We made changes to the presentation of collections to optimize the patron's browsing experience. The 2024-2026 Strategic Plan was developed. The Library Board of Trustees approved the renovation of the Children's Room.

B. Patron Fall: occurred in the pool lot. DPW informed. Safety improvements are being made.

C. 1/3 mil: 15% increase over the year the not the full 17.23%.

D. Morris Arts Grant: the library was declined.

VI. Treasurer's Report:

A. Motion to accept Treasurer's Report as of November 30, 2023, as presented.

1. Monthly Expenses: \$19,260.12

2. Account Balance: \$410,585.78

Motion: J. Guerin; Second: M. Mink

Motion carried unanimously.

Transfers approved

VII. Consideration of Expenditures:

A. Motion to approve Expenditures as of November 30, 2023, as presented:

\$ 18,158.31 from Regular

\$ 0.000 from SUN

\$ 0.00 from LOVE

\$0.00 from Cunningham

\$ 1,101.81 from Special

Total \$19,260.12

Motion: J. Marchal; Second: M. Mink

Motion carried unanimously.

VIII. Director's Report:

A. Director's Report accepted as presented.

1. Planning: 2024-2026 Strategic Plan presented

2. Facility:

- a. Met with Sonyka Smith design team to start the children's room renovation project. Room to be closed for eight weeks beginning in March or April 2024. Will need to figure out storage of books during renovation.
 - b. Full parking lot leading to more pool parking usage, idling cars in library parking lot, blocking handicap space.
 - c. A patron fell in the pool lot. Working with DPW to address safety and accessibility issues.
3. Finance: As per NJ Statutes, when library 1/3 mil increase is above 15%, the municipality may elect to cap the difference. The Borough opted to withhold the differential (2.3%, \$29,779). New budget proposed based on 15% increase. TD Bank declined to provide a proposal for new banking services. Met with Blue Foundry Bank to review their proposal.
 4. Digital Resources and Technology: TBS, the new print and time management solution service will be delayed in implementing their software until Quarter 2 of 2024. Due to delay we need to extend existing service from Envisionware. Envisionware was recently acquired and raised prices substantially.
 5. Friends of the Library: "Old" Friends of the Library was officially dissolved and the balance of \$10,039 was transferred to us. Following the auditor's recommendation, transferring balance to "new" Friends of the Library so they can disburse it to us for Friends-approved items.
 6. Main Library Alliance: Experienced two days of downtime December 4-5 as Main onboarded New Providence Memorial Library. Expect two more events in February and May as Rartian and Mountainside libraries are brought online.

IX. Personnel Committee:

- A. More discussion in January.

X. Policy Committee:

- A. Next month renewal of policies.

XI. Planning Committee:

- A. 2024-2026 Strategic Plan-submitted. Motion to approve the strategic plan as presented.

Motion: J. Guerin; Second: J. Marchal

Motion carried unanimously.

XII. Old Business:

- A. 2024 Budget

Motion: J. Stumpf; Second: J. Guerin

Motion carried unanimously.

B. Banking RFP Update: Blue Foundry responded.

Add Blue Foundry as an approved bank.

XIII. New Business:

A. "old" Friends of Library check: received \$10,039.01

XIV. Adjournment

Motion to adjourn meeting at 7:45 pm.

Motion: J. Guerin; Second: J. Stumpf

Motion carried unanimously.

Respectfully submitted,
Megan Mink