

HACKETTSTOWN FREE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES

January 9, 2023

Time: 7:00 p.m.

With Mrs. Mayberry presiding, the meeting was opened by reading the Resolution concerning meetings of the town of Hackettstown for 2023. Adequate notice of this meeting of the Board of Trustees has been provided in accordance with the Open Public Meeting Act (P.L. 1975, c.231).

Present: Mr. Galante, Ms. Munson, Mrs. Mayberry, Mr. Bristow, Mrs. Lobby, Mrs. Bahnuk, Mr. Hirshberg

Absent: None

The meeting was called to order at 7:00 by Mrs. Mayberry.

Floor Open To Public: The floor was opened at 7:02. No members of the public present. Meeting continues.

Approval Of Minutes: The minutes were read for the December meeting. Bahnuk motioned to approve the December 2022 minutes. Lobby seconded. Motion carried.

Treasurer's Report: The December report was discussed. There were seven large purchase orders.

- Baker & Taylor for \$1,412.76
- WB Mason Co, Inc for \$1,556.57
- Overdrive Inc for \$3,033.43
- SYNCB/Amazon for \$1062.37
- AWE Acquisition Inc for \$3,737.50
- MAIN Library Alliance for \$5,000.00
- MAIN Library Alliance for \$12,250.00

Ebook circulation numbers are up. The fiscal year 21 is finished. The Facebook page has had over 5,000 unique visitors.

Lobby motioned to accept the December Treasurer's Report, to approve the large Purchase Orders and to pay the bills. Bahnuk seconded. Roll call vote: Bahnuk – yes, Bristow – yes, Hirshberg – yes, Lobby – yes, Mayberry – yes, Munson – yes. Motion carried.

Correspondence: None

Committees: None

Director's Report:

- The reciprocal borrowing moratorium has been switched to 30 days for reserves. The Home Library does have preference. Hirshberg asked if it were possible to see who had holds on the materials, specifically what percentage might be Hackettstown card holders.
- The end cap displays are being changed monthly.
- A collection of videogames for circulation has been started.
- 5000 new library cards have been ordered.
- The new Library street signs have been installed on Main Street.
- A new phone has been installed in the meeting room.
- WRNJ will host a monthly spot with the Director to discuss all that the library has to offer. The next topic will be Adult programming.

Old Business

The Director is currently updating the emergency preparedness plan.

The Director solicited quotes for garbage services.

- LMR - \$130 for 2 months
- Waste Management - \$320 per quarter
- Sanico – Chose not to submit a quote

The meeting dates and times for the year have already been published. If the Board wishes to change the time, new postings must be made.

New Business

Erikka Bahnuk was reappointed to the Board of Trustees. She took the Oath of Office.

Hirshberg nominated a slate of officers. Pres. – Hirshberg, VP – Mayberry, Treasurer – Bristow and Secretary – Munson

Bahnuk motion to elect the slate of nominated officers. Lobby seconded. Motion carried.

The Board has some concerns with bank account access. The library staff member who handles the accounts is not allowed to look up the balances. The Director needs to determine who has access to the account and create a way to provide access to the staff member.

The Board examined Civil Service job descriptions and titles. The Director would like to create the position of Library Associate. Hirshberg motioned to direct the Director to explore the creation of the Library Associate position. Bahnuk seconded. Motion carried.

The Director will be updating the fee schedule to reflect current pricing.

The Director expressed concerns about vacation time and sick time for part time staff. The Board will look over the language in February.

Rachel Marlowe has been put forward as a possible new trustee. She will be invited to a meeting with the Director, Hirshberg and Mayberry.

Announcements

The next Board meeting will be February 13th at 7p.m.

The Library will be closed for MLK day on January 16th.

Motion by Hirshberg to adjourn at 8:42 p.m. Bristow seconded. Motion carried.

Respectfully submitted,

Kerry L. Munson