

HACKETTSTOWN FREE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
February 13, 2023
Time: 7:00 p.m.

With Mr. Hirshberg 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 (virtual), Ms. Munson, Mrs. Mayberry, Mr. Bristow, Mrs. Bahnuk, Mr. Hirshberg, Mrs. Marlowe, Mrs. Lobby(virtual)

Absent: None

Floor Open To Public: The floor was opened at 7:02. No members of the public present. Mr. Hirshberg introduced Mrs. Marlowe, a newly appointed trustee. Mrs. Marlowe was sworn into office. Meeting continues.

Approval Of Minutes: The minutes were read for the January meeting. Mayberry motioned to approve the January 2023 minutes. Bristow seconded. Motion carried. Marlow abstained.

Treasurer's Report: The January report was discussed. There were three large purchase orders.

- Baker & Taylor for \$1,878.10
- Wingfoot Plastic & Printing, Inc for \$1,785.07
- Demco Inc for \$4,870.99

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

Correspondence: None

Committees: None

Director's Report

- The State Aid Survey is almost complete.
- The Director donated a subscription to MasterClass that may be used in-house on a library device. Bahnuk asked about how this resource will be promoted. The website will be one source of information.
- The Director updated the Policy and Procedures Manual to reflect changes necessary to deal with the rise in First Amendment Audits. Filming and access rights are now more clearly stated.
- The Town has calculated that the Library will have approximately \$4000 in surplus from the benefits budget line.
- A corkboard was purchased to display items by the bathrooms.
- The circulation desk hosts a virtual slide show with public announcements and updates.
- Michaela Bennett has been hired as a new Library Assistant.

Old Business

The Library still needs to resolve bank account access and signatories. Bahnuk suggested looking into Read Only Access. Mayberry will be filling in as acting Treasurer, so she will visit Fulton to discuss the issue.

Mayberry motioned to accept the suggested changes in job titles to bring it into line with the civil service regulations. Bahnuk seconded. Motion carried.

The Board discussed the current policy and procedures manual. The section on sick time needs to be revised so that it is consistent with the state terminology. In addition, the age of unaccompanied minors should be consistent throughout the document.

New Business

Hirshberg signed the State Aid forms.

Mayberry motioned to provide each Trustee with an email address under the Hackettstown Library domain. Bahnuk seconded. Motion carried.

The Director would like to hire an on-call staff member. The discussion will be tabled until next month.

Patrons must now produce a library card to check out an item. However, they can use a photo on their phone or the library app as proof of ID.

The Director solicited suggestions for the hallway mural. Pooh was one offering.

Mayberry collected bank rates for CDs.

- Fulton 13 month 4.60
- First Hope 13 month 2.25

The penalty for breaking our current CD would be \$35.17. In order to breach the agreement, the Secretary needs to write a letter outlining the request.

Hirshberg motioned to break the FHCD, open up a new CD at Fulton with a 13 month term at the business and non-profit rate of 4.6. Bristow seconded. . Roll call vote
Bahnuk – abstain Bristow – yes Hirshberg - yes Lobby – yes Marlowe – yes Mayberry – abstain Munson – yes Motion carried.

Announcements

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

The Library will be closed for President's day on February 20th.

Motion by Bahnuk to adjourn at 8:18 p.m. Mayberry seconded. Motion carried.

Respectfully submitted,

Kerry L. Munson