

HACKETTSTOWN FREE PUBLIC LIBRARY  
MEETING OF THE BOARD OF TRUSTEES  
March 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 , Ms. Munson, Mrs. Mayberry, Mr. Bristow, Mrs. Bahnuk,  
Mr. Hirshberg, Mrs. Marlowe, Mrs. Lobby

Absent: None

Floor Open To Public: The floor was opened at 7:02. No members of the public present. After the flag salute and roll call, the meeting continued at 7:03.

Approval Of Minutes: The minutes were read for the February meeting. Lobby motioned to approve the February 2023 minutes. Mayberry seconded. Motion carried.

Treasurer's Report: The February report was discussed.  
There was one large End-of-Year purchase order.

- Baker & Taylor for \$1,000.86

Bahnuk motioned to accept the February Treasurer's Report, to approve the large Purchase Order and to pay the bills. Lobby 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 complete.
- Circulation statistics are up.
- The Director checked with the Town about the use of copyrighted characters in a mural. The opinion was returned that this should fall under the Fair Use provision.
- Meghan Davis will be leaving the Library. The Director is looking to hire her replacement at a rate of at least \$15/hour for 20-25 hours per week.
- Envisionware software will be installed the week of the 20<sup>th</sup>. At the same time some of the devices will also be upgraded.
- A Month at a Glance Calendar flyer has been created. It will be available in the Library and also at some local businesses.
- Yoli Worth has volunteered to help with marketing and promotions.

Old Business

The Director has been updating the Policy and Procedures Manual. Language needs to be changed to reflect the state requirement that part-time workers get the same leave as full-time workers, just in a prorated amount. The Director will also remove the sentence that states that employees will have a yearly increase in duties.

Mayberry talked to an officer at the bank. Laura may now communicate when she needs the account information for the Treasurer's Report, and the information will be sent to her.

The Library was unable to receive the promotional rate on a new CD that was approved last month. The Board discussed some options. Mayberry motioned to break the terms of the current CD at First Hope Bank and re-invest the money in a new CD at First Hope Bank at a 2.97% promotional rate. Lobby seconded. Roll call vote Bahnuk – yes Bristow – yes Hirshberg - yes Lobby – yes Marlowe – yes Mayberry – yes Munson – yes Motion carried.

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New Business

The Director has been updating the Emergency and Disaster Preparedness Plan. The Board reviewed the first ten pages. Marlowe suggested adding 988 as the number to call for mental health emergencies.

Announcements

The next Board meeting will be April 10<sup>th</sup> at 7p.m.

The Library will be closed for Good Friday on April 7<sup>th</sup>.

Motion by Bahnuk to adjourn at 7:52 p.m. Lobby seconded. Motion carried.

Respectfully submitted,

Kerry L. Munson