

HACKETTSTOWN FREE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
October 10, 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, Mrs. Lobby,
Mrs. Marlowe

Absent: Mrs. Bahnuk, Mr. Bristow, Mr. Hirshberg

Floor Open To Public: The meeting was called to order at 7:05.
After the flag salute and roll call, the meeting continued at 7:07. The floor was opened to the public. One member of the public, Ricardo Alvarado, was in attendance.

Approval Of Minutes: The minutes for September were read. Lobby motioned to approve the minutes as read. Marlowe seconded. Motion carried.

Treasurer's Report: The September report was discussed. One large purchase order was written this month.

- Overdrive for \$2000

The circulation and visitation stats are good. There may be some funds left over in the Utilities Line. Facebook and YouTube hits are up. Lobby motioned to accept the September Treasurer's Report, approve the large purchase order and to pay the bills. Mayberry seconded. Roll call vote - Lobby – Y Marlowe – Y Mayberry – Y Munson – Y Motion carried.

Correspondence: None

Director's Report

- The Director was officially appointed at the 9/14 Town Council meeting.
- The Middle School students using the Library after school have had some behavior issues. After one child was banned from the property for such rambunctious behavior, the children seem to have settled down.
- Our 1/3 mil number came in for '24, and it is \$403,822. This is \$22,000 more than last year.
- The Library will be receiving \$5641 in State Aid.
- Ann Marie Bleach donated \$1500 towards the Children's Room. The money is being processed through the Friends.
- A new Library Assistant has been hired. Her name is Mary Dean. She is covering the 8 hours that Michaela is unable to work.
- The Director met with Lt. Tynan from HPD. They discussed the Emergency Preparedness and Disaster Plan and the policy concerning behavior in the Library.
- The Incident Report Form has been revised and will be included with the EP&D Plan.
- The Library will be switching from Envisionware to TBS for PC reservation and printing. MAIN will extend a payment plan to help cover the costs for now.

- Our subscription list got too big to use the free service from MailChimp. The Library will now utilize this service from Moosend. It will cost approximately \$12 per month.
- The Director priced out a panic button for the front desk. It will cost \$590, unless a new jack needs to be wired. Then the cost goes to \$790. The button will send a prerecorded message to 911 and let the police listen in.
- The Director is collecting estimates for new carpeting, tree maintenance, stump grinding and painting. These are projects for next year's budget.
- Next year the Director will require program presenters to sign a contract.

Mrs. Mayberry inquired if the Library had 2 separate insurance policies, one of which is with the tow. The Director said that he would check that out.

Committees Committees are on hold until we resolve the Board openings.

Old Business Lobby motioned to approve the New and Improved Emergency Preparedness And Disaster Plan. Marlowe seconded. Motion carried.

The Board will be seeking new members to fill vacancies.

After the incident with the machete last month, the Director met with Lt. Tynan. He requested that officers on rounds visit the building. Officer VanTassel has come through.

New Business Some changes may be made to the by-laws. First, the Director recommends limiting members of the public to a five-minute speaking period. Second, NJ law states that Trustee appointments are for five years. The HFPL By-Laws state it is a four year term.

Ms. Munson asked if the Director was using the Bean Stacks program.

Announcements

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

The Library will be closed Friday, Nov. 10th and Sat., Nov 11th for Veterans Day.

Motion by Lobby to adjourn at 8:02 p.m. Marlowe seconded. Motion carried.

Respectfully submitted,

Kerry L. Munson