

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

Absent: Mrs. Lobby

Floor Open To Public: The meeting was called to order at 6:57
After the flag salute and roll call, the meeting continued at 6:59. The floor was opened to the public. Two members of the public were present – Debra Defazio and Joe Fisher.

Approval Of Minutes: The minutes for July and August were read. Mayberry motioned to approve the July minutes as amended. Marlowe seconded. Bahnuk abstained. Motion carried.
Bahnuk motioned to approve the August minutes as read. Mayberry seconded. Hirshberg and Munson abstained. Motion carried.
October minutes will be read next month.

Treasurer's Report: The October report was discussed. Two large purchase orders were written this month.

- Garlick Carpet Cleaning Service for \$1,099.00
- Bqker & Taylor for \$1,663.20

The MAIN assessment has not been taken yet. The Utilities budget line still has funds. Bahnuk motioned to accept the October Treasurer's Report, approve the large purchase orders and to pay the bills. Mayberry seconded. Roll call vote - Bahnuk – Y Bristow – Y Hirshberg – Y Marlowe – Y Mayberry – Y Munson – Y Motion carried.

Correspondence: The Library sent a Thank You note to the Rotary Club for their \$750 donation.
The Library sent a letter to Ann Marie Bleach to describe how her donation was used.

Director's Report:

- The Director has prepared a list of Holidays for 2024.
- The Director has prepared a draft budget for 2024.
- The Library received a \$750 donation from the Hackettstown Rotary Club.
- The Library received a donation of \$100 from ServSafe, as a Thank You for the use of the meeting room.
- The Director has prepared a draft of staff compensation for 2024.
- The Director is coordinating with Literacy NJ to offer free ESL classes at the Library.
- The Director would like to add "The Shelf" to the streaming services next year. The content is Spanish Language TV, Movies and Performances.
- The Director would also like to add 3 modules from World Book Online to the collection next year.
- The Director has gathered 3 quotes for cleaning services.
- Two quotes have been sent to DPW for window/door replacement.

- The Library had to close early on 10/24 and open late on 10/25 to perform maintenance on the sewer line. This was noted when the toilets overflowed on 10/23. New signage has been posted listing acceptable items to flush.
- The Library will be hosting a horror movie screening in conjunction with Taylor Memorial Library. "House of White Spiders" was filmed in Hackettstown. The actors will participate in a panel Q&A.

Committees The Capital Improvement Plan was submitted.
The Personnel Committee (Mayberry, Bahnuk and Marlowe) will meet soon to discuss the Director evaluation.
Marlowe and the Director will discuss the budget.

Old Business New board members are needed. **December** will be the last meeting for both **Joe Bristow and Jean Lobby**.

Mayberry motioned to accept the amendment to the Library Bylaws. Bahnuk seconded. Roll call vote - Bahnuk – Y Bristow – Y Hirshberg – Y Marlowe – Y Mayberry – Y Munson – Y Motion carried.

Mayberry motioned to engage the services of Telecom at a cost of \$590 to install a panic button at the front desk. Bristow seconded. Roll call vote - Bahnuk – Y Bristow – Y Hirshberg – Y Marlowe – Y Mayberry – Y Munson – Y Motion carried.

New Business Hirshberg is now the mayoral alternate. Bahnuk is now a regularly appointed Trustee.

The Director gathered quotes from 3 cleaning services.

- Stratus for \$550/month
- Eastern Services for \$795/month
- Avalon Total Cleaning for \$2364/month plus a 1st time \$573 deep cleaning fee

Bahnuk motioned to continue with our current provider Stratus. Bristow seconded. Roll call vote - Bahnuk – Y Bristow – Y Hirshberg – Y Marlowe – Y Mayberry – Y Munson – Y Motion carried.

Mayberry motioned to move the monthly Board meeting to 6:30 p.m. starting in 2024. Bristow seconded. Motion carried.

Bristow motioned to approve the Holiday List 2024. Mayberry seconded. Motion carried.

Mayberry motioned to approve the proposed Salary and Wages schedule for 2024. Marlowe seconded. Roll call vote - Bahnuk – Y Bristow – Y Hirshberg – Y Marlowe – Y Mayberry – Y Munson – Y Motion carried.

Bahnuk motioned to approve the 2024 proposed budget. Bristow seconded. Roll call vote - Bahnuk – Y Bristow – Y Hirshberg – Y Marlowe – Y Mayberry – Y Munson – Y Motion carried.

Hirshberg thanked Marlowe for working on the budget.

A suggestion was made to look into a cash appeal for Giving Tuesday.

A suggestion was made to explore corporate sponsorship and tiered accounts in conjunction with the Friends.

Announcements

The next Board meeting will be December 11th at 7:00 p.m.

The Library will be closed at 1 pm on 11/22 and remain closed on 11/23 & 24.

Motion byBristow to adjourn at 8:05 p.m. Mayberry seconded. Motion carried.

Respectfully submitted,

Kerry L. Munson