

Library Board of Trustees

Minutes June 6, 2024

Library Meeting Room

Flag Salute: 7:01 PM

Attendance:

Name	Present	Absent
Anne Ahne	X	
Alice Albanese (virtual)	X	
Fran Beck (virtual)	X	
Richard Giacobone (virtual)	X	
Irene Grala	X	
Helen Jeon (virtual)	X	
Superintendent Joseph Cirillo		X
Councilwoman Youbong Won-Yoon (Christine)	X	
Joseph Ferguson	X	

Quorum was established

Joe Ferguson read the in accordance with the open public meetings act

Meeting called to order by Joseph Ferguson by 7:10 PM.

Guests: 5 in attendance.

Public: Richard Lester, President of Garden State Environmental, and Frank Obando, Industrial Hygienist of GSE, Brother David Russo, 429 10th Street, Palisades Park and Councilman Suk "John" Min, Maureen Tansey in attendance.

Joe Ferguson invited the GSE to speak to the Board about their findings from their mold inspection in the Library building. Richard Lester, President of GSE gave the report. He pointed out the areas where water damages and the suspect visible mole growth have been occurring. Their laboratory analysis showed some suspect visible mold counts are high in certain ceiling areas and on gypsum walls behind carpet wall base and the vent but the indoor air quality sample analysis showed currently is not a threat with its low total mold spore counts therefore low spreadability. Based on their findings, they put together 23 steps of recommendations for 5 areas of concern and containment for the follow through. Richard

emphasized that the proper maintenance of HVAC and its coil to to repair/replace to keep the humidity below 60% is essential in stopping and controlling the mold. We are waiting for the architect and engineer report from *Arcari and Iovino* in two weeks to follow up with the source of the leak to hopefully stop the mold issue altogether.

Acceptance of Minutes:

Joe brought points of revisions to be made in the May Minutes. Anne agreed to revise them and send it out for the approval before the next Board Meeting.

Treasurer's Report:

Helen had received the May statement from PNC on the day of this meeting as recorded here:

- 5/1- 5/31 Beginning balance: \$61,455.41 Total deposit and interest: \$583.45 Service Charge: \$3.00. Ending Balance: \$62,035.86

Director's Report: from Stephanie Elstro

Updates:

Children's/Tween Renovation Project

As is often the case with renovations we ran into issues that required the project to take longer than anticipated. When the painter pulled away the 2-inch carpet cove that runs along the base of the walls we discovered that there was mold. With the board president, we decided to delay the project and first remediate the wall. We asked for 3 quotes on the project and chose to have Consolidated Environmental remediate it. We then had to get a quote to repair the wall. We also asked for quotes and went with Crest Construction again.

- The work was remediated by Consolidated Environmental on May 20 & 21 for which we closed one additional day. Cost \$7,400.00
- The wall was repaired by Crest on May 22, 23, 24 for which we could remain open. Cost \$13,592.42
- The carpet was completed on May 30.
- The furniture is being installed on June 6 & 7, we do not plan to close for the installation.
- We will move the books back into place after that which should take about a week and have us prepared for the start of Summer Reading.

Summer Reading Updates

Arcari & Iovino Architects capital report is in the works. They are waiting for their engineer's portion and to finalize the ADA survey. He guesses that a draft will be available in about 2 weeks.

Budget

- Approval of the Bills:

Motion #1 to Approve the Bills (Joe made a motion to accept the bills, Alice seconded)- roll calls all yes - the motion carries.

- Current Budget
 - Borough finance department has not yet sent the budget report (5/31/24)
- Utilities Budget - attached

Requests

- To Send the mold remediation project out to bid based on the report by Garden State Environmental

- Hire Seasonal Page Bryan Lee for \$16 hr for 16 hours a week until Sept. 7, 2024

Motion #2 to Hire Seasonal Page Bryan Lee for \$16 hr for 16 hours a week until Sept. 7, 2024 (Joe made a motion to hire Bryan Lee, Irene seconded) - roll calls all yes - the motion carries.

- Resolution to dispose of 7 old PCs and components (mice & keyboards).

Motion #3 to dispose of 7 old PCs and components (mice and keyboards) (Joe made a motion, Fran seconded) - roll calls all yes - the motion carries

- Part-time YA librarian

- It's been budgeted -The salary line has room for a part-time librarian working 24 hours a week at \$34/hr - See attached

- We are adding another reference desk so we need the librarians to do more reference desk shifts which will take away from other rolls. Afterschool the library needs a librarian in the children's section and in programming.

- We had 4 librarians under the prior director.

- Other libraries of our size and budget have 4 to 6 full-time librarians. - See attached

- It is typical and necessary to have a librarian who serves Young Adults (13-18) and another who serves Children (0-12).

- The State Aid Report now requires that we enter stats for children 0-5, Children 6-12, and Young Adults ages 12-18. Young Adult programming is far behind other programming. In 2023 attendance for teen programs was far lower than all other age groups.

- Children ages 0-5 - 3,364 attendees
- Children ages 6-11 - 1,646 attendees
- Young adults ages 12-18 - 266 attendees
- Adults ages 19+ - 5,740 attendees

- YA librarianship requires a focus and expertise in young adult literature, programming, and educational needs.

- Attached are the job descriptions* of the current librarians, and the job description for the part-time librarian position. *see the previous May Minutes.

Motion #4 to table the hiring of a part time YA librarian (Christine made the motion and Anne seconded): (Opposed the tabling: Joe, Alice, Fran, Richard, Irene) Agreed (Anne , Helen, Christine) The motion is rejected.

Motion #5 to hire a part time YA librarian (Joe motion it, Alice seconded) (Opposed the hiring: Anne, Chrisitne, Helen) Agreed (Alice, Fran, Richard, Irene, Joe) The motion to hire a part time librarian passed.

Old Business:

Proposed Bylaw Amendment: Councilman Suk Min and Councilwoman Christine suggested that instead of changing the Bylaws, adopt the Palisades Park Borough Employee policy already in practice. It has more extensive and detailed requirements for the employees' transparency in avoiding nepotism as the consequences. It may be effective because the consequences of lying about their relationship when hired will result in losing their jobs when finding out if nepotism has occurred. Christine will send the manual to Stephanie to look into it.

Joe said to drop the previously proposed amendment. Special committee member Anne agreed.

New Business:

Christine has done research to find a local bank, New Millennium Bank, that participates in NJ Government Unit Protection Act Program, GUDPA, which will yield 4% variable interest if we move the current restricted account. As of now the restricted account is in no interest bearing account. In order to move the account, the Board has to make and approve the motion. Then, the Borough CFO will approve the transfer and the Borough will cut the check. We will need three signatories with one who will have to be insured/bonded preferably the Treasurer. We will find a way to bond the Treasurer.

Motion #6 to move the restricted account to New Millenium Bank (Christine motioned it, Anne seconded) (Yes: Anne, Irene, Helen, Christine, Joe) (No: Alice) (Abstain:Fran, Richard) The motion passes.

Joe appointed a Special Committee to review librarians and the director's contracts. In the meeting Irene, Christine and Anne volunteered.

Open to the Public:

Maureen Tansey: Should we use the recorder to back up the disputes in the Minutes? No agreement was reached.

Closed Session

Rice Notice - Stephanie Elstro

The Meeting adjourned at 10:15 PM.