

Library Board of Trustees

Minutes May 2, 2024

Library Meeting Room

Flag Salute: 7:10 PM

Attendance:

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

Quorum was established

Joe Ferguson read in accordance with the open public meetings act

Meeting called to order by Joseph Ferguson by 7:15 PM.

Guest: 1 in attendance.

Public: Brother David Russo, 429 10th Street, Palisades Park in attendance

Acceptance of Minutes:

Motion to accept March 7, 2024 which now includes the Closed Meeting statement and April 11, 2024 minutes.

Motion #1 (Joe made a motion/Irene seconded) All in favor. Motion carries.

President's Report:

None

Treasure's Report:

The following statements are from the Library PNC account:

- 2/1- 2/29 Beginning balance: \$59,394.86 Total deposit: \$3,688.52. Service Charge: \$5.00 Interest: \$89.84. Ending Balance: \$62,168.22

- 3/1-3/31 Beginning balance: \$62, 168.22, Total deposit: \$\$690. 21, Deductions: \$\$2,378.00 (which was tuition for Allison Tansey), Interest: \$97.39: Service Charge: \$5.00, Ending balance: \$60,577.82
- 4/1-4/30 Beginning balance: \$\$60,577.82, Total deposit: \$882.59, Interest: \$93.78, Service charge: \$5.00, Ending balance: \$61,455. 41.

The Board has two accounts: Santander and PNC accounts.

Santander bank: CD account with the principal of \$20,000 is signable in Joe Ferguson's name only as the other two Trustees are no longer on Board: On December 14, 2024 when the interest matures, Joe could go to the bank and close it and move the principal to another bank as Santander bank requires documents we do not have to establish the Library Board as a business entity.

PNC bank: This bank requires documents with the authorization name for signing the checks including the Meeting Minutes. Currently, the only signer for the Library is Mike Apicella from the Borough. We need to add two more names from the Library.

Resolution to put 2 more signers on the PNC bank account.

Motion #2 (Joe made the motion /Christine seconded): To add Helen Jeon, the Treasurer, and Joe Ferguson (for the duration of his Presidency), to the PNC account with Mike Apicella from the Borough

All in favor. Motion carries.

Director's Report:

Updates to Children and Tween Refresh project Phase 1 timeline:

- May 13 - 17 CLC will breakdown existing shelving and other furniture
- At the end of the week, installation of the new carpet
- Monday May 20th - Furniture installation
- Stephanie is planning to close the library partially during the week of 5/13 - 5/17
- She will most likely close the library completely on Monday 5/20(?)
- She will post announcements a week ahead of the installation and partial closings online.

Motion #3 (Joe made the motion/Anne seconded) to pass the dates of these installations/removals - All in favor except Helen

Motion carries

- Results from Garden State Environmental air and physical samples expected in the following day.
- Initial meeting with Arcari & Iovino Architects next week
- Korean Tradition Dance program begins next week
- Fiero Code new database for children and adults to learn coding. Will be hosting programs using the database this summer (possibly July)

Budget list and Report

Unspent Funds Total \$1,093,367.71

- Stephanie asked the State Librarian for a recommendation and he said to have a resolution to move them to a restricted account for capital plans. As of now the money is in the Borough. We need to discuss how this will be done in the next meeting.

Motion #4 (Joe made the motion/Christine seconded) to move the unspent funds total \$1,093,367.71 to a restricted account for capital plans. All in favor. Joe asked (appointed) Christine to look into what bank will give us the best deal.

Requests:

Funds to complete Phase 2 of Children's Section \$90,000 from Furniture line

Motion #5 (Joe made the motion/ Richard seconded) Motion all in favor - Motion passes

Discard 3 old public computers and accessories

Motion #6 (Anne made the motion/ Irene seconded) Motion all in favor - Motion passes

Approval to hire for 1 seasonal Pages up to 16 hours a week at \$16/hr.

Motion #7 to hire a returning Page for the Summer. (Joe made the motion /Anne seconded) All in favor. Motion passes

To hire a second page. It will be advertised for 1 week on the website and other resources. Stephanie will review all the applicants to make recommendations to the Board before hiring.

Motion #8 to hire a new Page (Joe made the motion/Anne seconded) All in favor. Motion passes.

To hire Part-time Young Adult Librarian with the job description below for 20-24 hours per week, and \$30-\$35/ hour:

Part-time Young Adult Librarian

Job Description:

- Collaborates with Palisades Park Public Library staff to provide exceptional customer service to a diverse public population of all ages.
- Plans and facilitates programming for young adults teens ages 13-18.
- Helps with tween programming and fills in for storytimes in children's librarian absences.
- Provides reference services to youth and their families in person, on the phone, and by email.
- Conducts outreach services to local schools and the community with an emphasis on 6th-12th grade students.
- Manages high school volunteer program.
- Participates in young adult collection development.
- Assists patrons with technology including computers, printing, and library apps.
- Attends professional development, committee participation is encouraged.

Qualifications:

- Masters in Library and Information Science. Students currently enrolled in MLS programs will be considered.
- Strong technology skills are preferred.
- Customer service experience is preferred.
- Bilingual fluency in Korean or Spanish is highly preferred. Hours and Pay
- 20-24 hours per week.
- Hours are based on library needs, with a minimum of one evening per week.
- Works about one Saturday per month.
- Pay is based on experience \$30-\$35/hour.

Motion #9 to hire a new part-time Y/A librarian: opposed. (Richard, Irene, Joe) approved. (Anne, Helen, and Christine) opposed.

Bill List

Motion #10 (Joe made the motion /Christine seconded) To pass the monthly bill list. All in favor. The Motion carries.

Open to the Public

Brother Russo pointed out that there are no longer Korean Bibles on the shelf where there was one shelf full. Stephanie said she thought there was but not certain. She will check and get back to him.

Old Business

None

New Business

The revisions to the Bylaws under the Director section 8 adding new sections for hiring practices to rule out nepotism and cronyism. Section 2 and section 4.

Joe checked on the Special Committee member and asked if the revision was okay. She did reply that 2.1 was acceptable. But the motion was not made.

Closed Session

(8:15 PM)

The Meeting adjourned for the Closed Session at 8:15 PM. Public attendee is dismissed.

A public complaint was discussed.

At 8:45 PM the meeting ended.