

MINUTES OF THE BOARD OF TRUSTEES  
CRESSKILL PUBLIC LIBRARY  
Monday, January 23, 2022

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:00 PM by President Beryl Skog on Monday, January 23, 2022. The meeting was delayed one week in order to have a quorum. The meeting was properly noticed according to the Open Public Meeting Act.

THOSE ATTENDING

Mrs. Beryl Skog, Mrs. Elizabeth Cleary (1), Mrs. Julie Kim (4), Mrs. Bobbi Bauer (4), Mr. Andrew Bolson, Mr. John Orfini and Mrs. Kathy Savas (2). Mrs. Laura Chumas, Library Director, and Mrs. Norma Shalhoub, Library bookkeeper, also attended.

MINUTES

The minutes of the regular meeting on December 19, 2022 were reviewed. A motion was made by Mrs. Cleary and seconded by Mr. Bolson to approve the minutes as submitted. The motion was unanimously approved.

TREASURER'S REPORT

The Board reviewed the Treasurer's Report for the month of January and the Expense Spreadsheet for December. The 29 bills for January totaling \$34,860.79 were reviewed. A motion was made by Mr. Orfini and seconded by Mrs. Cleary to file the Treasurer's Report for audit, pay the bills on the bill list, and sign in blank three payroll checks, no. 2839, 2840 and 2841, for the periods ending January 24 and February 7 and 21, 2023. The motion was unanimously approved.

BUDGET FOR 2023

The Board reviewed the budget for 2023 prepared by Mrs. Chumas and Mrs. Shalhoub. The Library will receive \$899,455 from the Borough, which is \$96,718 more than last year. State Aid of \$4,700 is \$14 less than the actual amount received last year. The category of Other, which includes money from copies, fines, lost items, donations and cards for Alpine residents, was decreased by \$809.80 to \$11,000. Under Expenses the category for Materials went down to \$100,000, but Capital Improvements went up to \$142,000. Approximately \$72,000 was saved from the 2022 budget, and Mrs. Shalhoub moved this money to the Building Fund Money Market.

A motion was made by Mr. Orfini and seconded by Mrs. Cleary to accept the budget for 2023 as submitted by Mrs. Chumas and Mrs. Shalhoub. The motion was unanimously approved.

## NEW BUSINESS

### Alpine Courtesy Cards

During the renovation the Library will not have as much materials available to Alpine residents who purchase the Courtesy Cards; therefore, Tenafly Public Library has agreed to honor these cards at their library.

## DIRECTOR'S REPORT

Mrs. Chumas presented her Library Director's Report for the month of January to the Board. Some of the issues in her report were previously discussed during the meeting.

### Library Attendance and Circulation

Although e-circulation was up in December, total monthly circulation of materials was down. Mrs. Chumas felt this might have been due to Library closures over Christmas and New Year's. Daily Average visits remained the same at 117.

### Facilities

The HVAC unit that supplies heat to the staff and break areas is broken beyond reasonable repair, and several donated space heaters are being used in that area.

### Renovation Project

Plans for the Library renovation went out to bid on January 10 and are due back on February 7. At least 30 contractors expressed interest in the project, and a walk-through has been held. The bids will be opened, read and recorded at 10:00 AM at the Borough Hall on the 7<sup>th</sup>. Mrs. Chumas, Ms. Francesca Maragliano and the Lothrop architect will be present. Mrs. Savas indicated that the Library would need to accept the lowest reasonable bid. The Borough's new grant writer will look into any Federal grants for the ADA bathrooms.

### Temporary Space and Staffing

Mrs. Chumas and the Library attorney, Mr. Eric Steinberg, reviewed the lease for 210 Knickerbocker Road. The landlord required that no child be in the leased space without a parent. Mrs. Chumas would like the lease to begin mid-February. A motion was made by Mr. Orfini and seconded by Mrs. Kim to authorize Mrs. Chumas to execute the lease at 310 Knickerbocker Road effective February 15. The motion was unanimously approved. Once she knows the renovation is definitely moving forward, patrons will be notified by newsletters, flyers, eBlast and the website.

Mrs. Chumas has tried to maintain the part-time staff's regular hours by arranging for them to work some hours at other area libraries; however, she will need to cut hours for three staff. Only two people will be needed to staff the temporary space at night. The staff would continue to be covered by our Library's insurance regardless of where they are working.

Children and Adult Programs

Reports were prepared by Ms. Marianne Brennan, Youth Services Librarian, on youth programs, Ms. Gina Scalise, Adult Services Librarian, on adult programs and Mrs. Kiwon Kim, Korean Librarian, on the Korean Book Club. Their full reports can be found in the Library Director's Report.

Staff Evaluations

Mrs. Chumas has completed all but three staff evaluations. The staff expressed their gratitude for the cost-of-living adjustment.

OLD BUSINESS

Asbestos Abatement

Detail Associates sent a proposal to complete the Asbestos Abatement Specifications to be included with the Bid Documents at a cost of \$3,500. Although the Board was in favor of approving the proposal, a Resolution was not needed.

Friends of the Library

The Friends have rescheduled their Kindergarten Read-A-Thon for January 25, 2023.

NEXT MEETING

The next meeting of the Board of Trustees will be held at 7:00 P.M. on Tuesday, February 21, 2023, one day later due to the President's Day holiday.

ADJOURNMENT

A motion was made by Mr. Orfini and seconded by Mrs. Cleary to adjourn the meeting at 7:45 PM. The motion was unanimously approved.

Respectfully submitted,

Barbara F. Schuierer  
Recording Secretary