

Veterans Memorial Library Meeting Minutes/Log
January 21, 2024

Trustee	Present	Absent
Bucaro	X	
Centanni	X	
Dabal		X
DiBernardo		X
Kacmarcik	X	
Lee	X	
Lozanski		X
Preinfalk	X	
Thompson		X

Meeting Called to Order: 5:36 pm

Open public meetings act: In accordance with the NJ open public meetings law, the JFK Library has caused notice of this meeting by having the date, time, and location of the meeting published on the Borough Website: www.wallingtonnj.org.

Roll Call: 5 present, 3 absent

Approval of December 17, 2024 Minutes: Motion: Graham, Second: Bucaro
Minutes approved: 5 yes, 3 absent

Public Portion: None

Reorganization Agenda: As three members of the board were not in attendance at the meeting, board members in attendance agreed to carry the Reorganization Agenda to the February meeting.

Budget Report:

Trustee Kacmarcik advised the board of her discussion with Borough CFO Dave Sireci relative to the preparation of the library's 2025 Budget and the total monies owed from the library to borough for the new library build. The total cost that was not covered by the grant and library

budget monies exceeded \$900,000. The library is responsible for reimbursing the borough \$200,000 over a ten (10) year period beginning this year. The cost of the front lawn sign was included in the monies bonded by the borough. Trustee Kacmarcik clarified with the board that, based upon the resolution previously adopted by the board, monies received from the estate gift were to be utilized for the purchase and will now be repaid to the borough upon receipt. All board members agreed. Trustee Kacmarcik advised that after the Finance Committee's review of the proposed 2025 Budget and its approval, if the funds are available, she suggests the initial repayment to the borough be more than the required \$20,000.

Approval of Bills:

Open Discussion - Upon review of the bills list and in preparation for the upcoming Budget Meeting, Trustee Centanni began a discussion on possible reductions in spending on external vendors providing services to the library including programming and bookkeeping. In the month of January approximately \$1,600 was spent on external vendor programming. Inquiries included whether the staff could lead some programs to assist in cost reduction, which has been past practice, or search for free programs available through various organizations. Library Director D'Angelo advised that, due to current patron traffic and the need for staff to be at the Circulation Desk, it is not possible for staff to conduct programs. As for bookkeeping services, Trustee Lee will request the bookkeeper provide a breakdown of services rendered on future billings for a clearer understanding of costs. In the past, external bookkeeper provided month-end reconciliation services and monthly budget reports.

Motion: Graham, Second: Preinfalk

List of Bills approved: 5 yes 3 absent

Correspondence: None

Committee Updates:

The Finance Committee will meet on February 6, 2025, at 6:00 pm to discuss the proposed 2025 Budget.

The Programming Committee, while satisfied with current programming, will set a date to meet to discuss future programming ideas.

Director's Report:

Library Director D'Angelo highlighted notes from her Director's Report including the continued increase in patronage and library card registrations; the success of the ESL class and continued interest in future sessions; the state report being prepared for submission; and the implementation of monthly staff meetings has occurred.

Motion: Kacmarcik Second: Lee

New Business:

2025 Meeting Dates and possible time change for meetings carried to the February meeting.

Open Discussion – Trustee Kacmarcik inquired about the use of Primepoint for payroll. Director D'Angelo advised the system was installed on a computer at the Circulation Desk and each employee is assigned a number and a passcode for logging in and out of the system. Any corrections in time entries are made by the Library Director. Trustee Kacmarcik inquired as to how time has been calculated and if any employees have worked remotely. Library Director confirmed that vacation and sick time is accrued by hours worked and that no employees worked remotely. As has been past practice, it was requested that the board be notified when the Director is taking time off or unexpected events, i.e. weather or facility issues, cause an emergency closure of the library.

Library Director expressed her desire to add two new computers to the children's section and additional security cameras behind the building. She was advised to seek quotes for review by the board.

Old Business:

Councilwoman/Board President Preinfalk advised that she received a copy of a Performance Evaluation form from Jennifer for the Director's Annual Performance Review and will send it to board members for completion.

Library Director advised that the vendor used for purchasing Polish books will only accept payment via credit card; payment in advance is not accepted. Alternate avenues will need to be explored including Amazon.

Motion to Adjourn: Motion: Kacmarcik Second: Bucaro
All in favor (Aye)

Meeting Adjourned at 6:40 pm