

PENNSAUKEN LIBRARY BOARD

Board Minutes April 22, 2024

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, April 22, 2024, at 6:11 pm by Mr. Fisher-Hughes.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a hybrid meeting was made in the prescribed manner.

Roll Call

The following members participated in person: Mr. Robert Fisher-Hughes, Ms. Tanya Finney Estrada, Library Director, Ms. Diane Johnson (arrived 6:30), Ms. Ellyn McMullin, Mr. Martin Slater, Ms. Bassma Jarbough, Mayor's Representative

The following members participated virtually: Ms. Bridget Zino; Mr. Scott Murphy; Nikki Roberts, Township liaison

Absent: Mr. Frank Piarulli, Solicitor, Ms. Bridget Zino, Pennsauken School District Representative.

Minutes were taken by: Ms. Ellyn McMullin, acting recording secretary

Minutes

1. Ms. Zino made a motion to adopt the March 2024 minutes with corrections, seconded by Mr. Slater. Minutes approved as corrected by unanimous roll call vote of those present.

Treasurer's Report

1. Ms. McMullin moved and Ms. Jarbough seconded the approval of the March 2024 Appropriations Report based on the 2023 Operating budget. Motion passed by unanimous roll call vote of those present.
2. Ms. Jarbough moved and Mr. Murphy seconded a motion to approve the Income Report for March 2024. Motion passed by unanimous roll call vote of those present.
3. Ms. McMullin moved and Murphy seconded a motion to approve the list of Outstanding Bills to be paid on April 22, 2024 in the amount of \$70,696.05. Motion passed by unanimous roll call vote
 - A. Ms. McMullin asked about Willow Lane Education for Line Item: 6000 Books. Ms. Finney Estrada explained that it was a one-off purchase by the Youth Services Dept.
 - B. Mr. Murphy asked for clarification of McAllister expense for Line Item: 6220 Building Maintenance. Ms. Finney Estrada explained it was for regular maintenance and not associated with the current boiler issue.

4. Ms. McMullin moved and Mr. Murphy seconded a motion to approve the Purchase Card Expenditures made in March in the amount of \$315.08. Motion passed by unanimous roll call vote.
5. Account Balances - as of March 31, 2024 Republic
Operating Account: \$547,467.90
Republic Capital Reserve Account: \$70,164.80
Republic Purchase Account: \$17.41
State Street Cash Management Account: \$1,619.08

Correspondence/Communications

1. Ms. Finney-Estrada informed the board that Ms. Alexa Bongala, Evening and Weekend Supervisor has requested a demotion to Library Assistant effective May 1, 2024. Request was accepted.
2. Mr. Fisher-Hughes referenced an email from Susan Briant that was sent to the Mayor DiBatista that also included the Library, with her concerns about notification and posting of public records i.e. minutes. He referred the issue to the Policy Committee for review and possible response.

Director's Report

See report. Information highlights:

1. Ms. Finney Estrada has completed employee evaluations. She has revised the Employee Evaluation to include short-term and long-term career goals.
2. During the March 27th meeting with the township regarding the construction timeline, it was learned that there were no moving expenses included in the Project Operating Budget submission. Tanya is talking to a company that has experience with Library relocations to get an understanding what the potential cost may be.
3. There are several programs being planned for this Spring. Weekenders Book Club, the Library's third book club, is starting at the end of April. Tanya will be repeating her Google Drive classes.
4. May is Asian American Pacific Islander heritage month which will be celebrated with a series of programs throughout the month.
5. On May 4th, there is a full day of programming associated with the annual celebration of comic books and Star Wars.

Committee Reports

Budget Committee

- Ms. McMullin reported that the committee drafted a proposed 2024 Operating Budget that will be discussed under New Business

Buildings and Grounds Committee

- Mr. Slater reported that E.J. (the Township HVAC maintenance mechanic) evaluated the 3 quotes received for the boiler repair and recommended Climatic.
- Climatic offered 2 proposals 1) fix the existing system for \$5900 2) replace the

fan wheels and other parts for \$14,500. EJ's recommendation was to go with Option 1; that the existing fan wheels should last another 2 years.

Personnel Committee

- Ms. Johnson reported that the personnel committee received the Library Director's recommendation for increases that will become part of the 2024 Operating Budget.
- Increases will range from 4 – 5% based on qualification & performance
- Ms. Johnson will be scheduling the Director's evaluation for later this year

Policy Committee

- Ms. McMullin noted that the committee has been having scheduling difficulties. First meeting of the year is next Wednesday at 10:30

Strategic Planning Committee:

No update – still in need of a Committee Chair

Friends of the Library Committee

- Ms. McMullin provided updates on the programs and events sponsored by the Friends of the Library.
- The Annual Art Show sale netted \$73.00 from the donation of 20% of sales of exhibited artwork
- The Friends of the Library were invited to participate in the Library's May 4th event by having a bake sale in the lobby.
- The Poetry Contest Awards Ceremony is scheduled for May 15th at the Intermediate School's Cafetorium at 7:00 p.m. Award winning local photographer Jim Mitchell will be taking pictures (He had participated in the Art Sale)
- Soliciting co-sponsors for the Wine Tasting & Silent Art Auction has been challenging. Few tickets have been purchased in advance. More volunteers are needed. Duke Martz is our head of Security for the event.
- The Friends' annual membership drive has begun. A recruitment mailing will be sent out this week to those people who provided a complete address on their Fall Raffle ticket.

School District

- Ms. Zino noted that due to the new Language Arts program 'Book Worms', the submissions to the Friends Poetry Contest are considerably lower this year.
- With the summer reading program coming up, school visits by the Library Director need to be scheduled.

Unfinished Business –

- Mr. Fisher-Hughes reminded the Trustees that the Financial Disclosure Statements need to be completed on-line by the end of the month.
- Ethics & Conflict of Interest forms need to be completed and given to Tanya by the end of the month. The Library Director will send out reminders to those people whose paperwork is missing.

New Business

- Ms. Johnson made a motion and Mr. Murphy seconded it, to approve a resolution authorizing the transfer of line items in the 2023 budget from certain budget accounts to other accounts. Motion passed by unanimous roll call vote. **Resolution #2024-06: Authorizing Transfer of Line Items in 2023 Budget.**
- Ms. McMullin made a motion and Ms. Johnson seconded it , to approve the 2024 Operating Budget that includes wage increases. Wage increases for employees who started in May 2023 will be effective May 15, 2024; employees hired prior to May 2023 will receive their increases retroactive to January 1, 2024. Motion passed by unanimous roll call vote. **Resolution #2024-07: Approving the 2024 Operating Budget incorporating the proposed wage increase schedule.**
- Ms. Finney Estrada addressed the issue of Book Sanctuaries. New Jersey is attempting to pass a bill in line with the ALA' s *Freedom to Read* initiative to protect the right of intellectual freedom. Discussion only.
- Mr. Slater made a motion and Ms. McMullin seconded it, to approve the Library Director to proceed with Climactic for option 1 received on April 1, 2024 for the quote of \$5900.00 for the repair of the boiler. Motion passed by unanimous roll call vote. **Resolution #2024-08: Approving expenditure of \$5900.00 for HVAC repair.**

Public Comment

- Ms. Roberts reported that the construction timeline for the new Library has not changed.

Board Comments

- Ms. McMullin shared information regarding potential changes to State Aid requirements learned on a recent webinar. Current regulation expires October 1, 2025.
- Ms. Johnson was impressed with the Art Show organized by the Friends of the Library.
- Mr. Fisher-Hughes encouraged all Board members to try to attend the Groundbreaking ceremony tentatively scheduled for 11:00a on May 14th.
- Ms. Finney Estrada will be presenting at the PMAC meeting on May 8th regarding the new Library

Adjournment – 8:11 PM