

**TENAFLY PUBLIC LIBRARY
MINUTES OF THE BOARD MEETING
September 9, 2013**

The Board of Trustees of the Tenafly Public Library met on September 9, 2013, at 7:30 p.m. at the Library for its regular Board meeting.

Board Members Present: President Kathleen Cook, Vice President Patrick Rouse, Secretary/Treasurer Soon Juhng, Mabel Allen, Kenneth Altman, Martin Gilbert, Martha Kerge and Arthur Peck

Absent: David DiGregorio,

Staff present: Library Director Gina Webb-Metz and Administrative Assistant Ann Marie Connolly.

Mrs. Cook called the meeting to order at 7:30 p.m. Mrs. Webb-Metz reported that notices of the meeting had been posted and sent to the media.

Minutes

Board members approved the minutes of the regular board meeting of June 10, 2013.

Moved by: Dr. Altman. Seconded by: Dr. Peck. Unanimously accepted.

Board members approved the minutes of the special board meeting of August 5, 2013. Moved by: Mr. Rouse. Seconded by: Dr. Peck. Unanimously accepted.

Treasurer's Report

Mrs. Juhng reviewed with the Board the Library's cumulative financial statements through July 2013. She noted that she had examined and approved the statements and reported that they were current and accurate.

The Director presented the Library's 2012 favorable audit from Ferraioli, Wielkotz, Cerullo & Cuva, P.A., Certified Public Accountants which had been reviewed by Library Board President Kathleen Cook, Treasurer Soon Juhng and past Treasurer Martin Gilbert. After discussion the Board approved the following resolution:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves of the Financial Statements for the years ended December 31, 2012 and 2011 by Ferraioli, Wielkotz, Cerullo & Cuva, Certified Public Accountants as presented by the Library Director.

Moved by: Dr. Gilbert

Seconded by: Mrs. Juhng

Voting as follows:

Mrs. Mabel Allen – Aye

Mrs. Soon Juhng – Aye

Dr. K. Altman – Aye

Mrs. Martha Kerge – Aye

Mrs. K. Cook – Aye

Dr. A. Peck – Aye

Dr. M. Gilbert – Aye

Mr. Patrick Rouse – Aye

Correspondence

Former Library Director Stephen Wechtler sent a thank you to Library Board members for the thoughtful gift they sent during his recuperation from a recent illness.

Director's Report

The decline in circulation is due to the way the new Polaris Integrated Library System computes statistics. Previously a requested item was listed as being checked out when it left the Tenafly Library. With the Polaris System it is checked out at the library where the patron picks up the item, which reduces our circulation statistics.

Daniel Lane, Head of Public Services, will return from Family Leave on Monday, November 18.

Library Page, Francesca Lacatena, resigned effective September 11, 2013. She has been rehired as a seasonal, substitute page on Sundays.

In addition to being one of the rotating Sunday Supervising Librarians, BCCLS employee Arlene Sahraie will also be a weekday substitute.

The Library's summer programs were all very active. The new Adult Summer Reading Program had 64 enthusiastic participants. The Children's Summer Reading Program – *Dig into Reading* – kicked off on June 24th and 219 children participated. The program for preschoolers and their families – *Dig into Reading Together* – had 22 families participate. Programs this summer also included activities for teens, family game nights, children's garden tea party, storytimes for older children, toddlers, and infants and their caregivers. There were also Duplo and Lego building sessions.

The NJLTA Annual Meeting will be September 21, 2013 from 10:30 am to 12:30 pm at the Monroe Township Library. Trustees were asked to register for this continuing education program by September 19, 2013.

The BCCLS 13th Annual Friends' Breakfast will be Tuesday, October 22, 2013 from 9:30 am to 12:00 noon at the Seasons Restaurant in Washington Township. Reservation deadline is October 15, 2013.

BCCLS will be hosting "Trustees & Friends – Perfect Together: Two Pieces of the Puzzle" on Sunday, September 29th from 2:00 p.m. to 4:00 p.m. at the Hasbrouck Heights Public Library.

Ms. Webb-Metz distributed a flyer with the Library's programs for the fall and the September through December monthly discussion, reading groups and events activities.

The Friends of the Library completed booking the 2013- 2014 concert season. Their finances are in order. They have redone the incorporation papers and are working towards the tax exempt status filing of Form 501c3. Under discussion are fund raising events and participation at community events.

Alice Rigney will be presenting an exhibit in the Edna Kawulitzki Gallery and the exhibit cases of past Tenafly artists in May and June of 2014. She agreed to do a slide/lecture presentation in conjunction with the exhibit.

President's Report

The booksale setup begins on Friday, September 13 and continues through Thursday, September 19. The sale is from Friday, September 20 through Sunday, September 22. Mrs. Cook asked Board members to participate as much as possible.

Old Business

Mr. Rouse commented that the July 16 program by Vince Gargiulo "Palisades Amusement Park: A Century of Fond Memories" was extremely well attended and very informative and entertaining.

Mr. Rouse would like to formalize the benefits offered to full-time non-union staff. Gina Webb-Metz will work on an updated personnel manual.

Dr. Gilbert suggested that we ask Donald Samick, the current owner of The J & R Lamb Studios, to appraise the Library's Lamb Studio rondel "The Holy Family" after his October 24, 2013 *History of Stained Glass and Lamb Studios* program at the Library.

-Friends of the Tenafly Library Update

Garden Project Update

Dr. Gilbert discussed his September 9th meeting with Gina Wetstein, Carol Hodges and Paul Keyes and the estimate from Paul Keyes Associates to landscape the area behind the Library. Funding for the project is under discussion. The Garden Club will donate \$500. toward the current estimate of \$8,175. Additional funding will come from the Library and the Open Space Fund. Councilwoman Martha Kerge will discuss the project with Borough Administrator Jewel Thompson-Chin.

New Business

Ms. Webb-Metz discussed the ALA/New Jersey State Library Online Trustee Training Continuing Education courses. There are seven current subject titles available to participate in to help fulfill the seven more hours of continuing education required of Trustees for the Library to maintain eligibility for per capita State Aid.

In response to the Board's request, Ms. Webb-Metz is working on estimates from cleaning services. The Board will review these estimates in conjunction with the 2014 Library budget.

Report from the Mayor's Alternate

Councilwoman Martha Kerge asked that the Library's website be updated.

Report from the Superintendent's Alternate

None

Citizen's Portion of the Meeting

None

Any Other Business

None

Open session was closed at 8:20 p.m. Moved by: Dr. Altman, Seconded by Mrs. Juhng Unanimously approved.

Respectfully submitted,

Soon Juhng

Secretary/Treasurer

The next regular meeting of the Library Board of Trustees will be on Monday, October 21, 2013.

APPROVED: October 21, 2013