

**TENAFLY PUBLIC LIBRARY  
MINUTES OF THE BOARD MEETING  
September 8, 2014**

The Board of Trustees of the Tenafly Public Library met on September 8, 2014, at 7:30 p.m. at the Library for its regular Board meeting.

Board Members Present: President Patrick Rouse, Vice President Kathleen Cook, Secretary/Treasurer Soon Juhng, Mabel Allen, Kenneth Altman, David DiGregorio, Martin Gilbert, Martha Kerge and Arthur Peck.  
Staff present: Library Director Gina Webb-Metz and Administrative Assistant Ann Marie Connolly.

Mr. Rouse 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 9, 2014. Moved by: Dr. Gilbert. Seconded by: Dr. Peck. Unanimously accepted.

**Treasurer's Report**

Mrs. Juhng reviewed with the Board the Library's June and July 2014 financial statements. She noted that she had examined and approved the statements and reported that they were current and accurate.

**CD Renewal**

The Helen Miller Gould Mitchell Fund CD with Valley National Bank is up for renewal on October 8, 2014. After discussion, a motion was made to renew the CD for 18 months at an estimated 0.80%. Moved by: Patrick Rouse. Seconded by: Dr. Altman. Unanimously accepted.

**Approval of Audit**

The Director presented the Library's 2013 favorable audit from Garbarini & Co., P.C., Certified Public Accountants which had been reviewed by Library Board President Patrick Rouse, Vice President Kathleen Cook and Treasurer Soon Juhng. 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, 2013 and 2012 by Garbarini & Co., P.C., Certified Public Accountants as presented by the Library Director.

Moved by: Dr. Altman

Seconded by: Dr. Peck

Voting as follows:

Mable Allen – Aye

Soon Juhng - Aye

Kenneth Altman – Aye

Martha Kerge - Aye

Kathleen Cook – Aye

Arthur Peck - Aye

David DiGregorio – Aye

Patrick Rouse - Aye

Martin Gilbert - Aye

**Correspondence**

None

**Director's Report**

All the air conditioning units in the Library are in working order.

The Library was busy throughout the summer. The community puzzle table is enjoyed by many people of various ages throughout the day. The Library has received several gifts of puzzles from the public. Patrons of all ages enjoyed the Monday Evening Story time, Baby Bookworm, Toddler Tales Story Time, Duplo Play Hours, Summer Craft and Activity programs, Lego Build Hours, Teen Night @ the Library, Teen Time on Thursday Afternoons and special programs – Movies, Game Nights, and a performance by Sciencetellers.

The end of summer reading was celebrated with an ice cream social attended by over one hundred patrons.

Gina Webb-Metz thanked the Strategic Planning Committee members for the time they devoted to the planning of the proposed Library renovations.

Dr. Altman expressed his appreciation for the programming and community outreach shown by the Library staff.

Reservations to date for the 14<sup>th</sup> Annual BCCLs Friends' Breakfast on Wednesday, October 1, 2014 includes five Friends of the Library members, three staff and one Board member.

**President's Report**

Mr. Rouse mentioned that he was pleased with the progress made during Strategic Planning Committee meetings over the summer.

**Old Business**

None

## **Friends of the Library**

The Friends of the Library are now in an interim phase. The old organization has been dissolved, and they are now working on writing new by-laws and establishing a new organization. Once the new organization is in place, Board members Sean Callahan and Bruce Baker will move forward with plans to file for 501(c)(3) status.

The Friends have scheduled five concerts for the fall and two for the spring during the 2014 – 2015 concert series.

## **New Business**

### **-Staff Development Workshop**

The Board discussed the Directors proposal for a half day professional development workshop for Library staff. LibraryLinkNJ sponsors on-site development programs for member libraries and absorbs approximately 75% of the speaker and travel fees. After discussion the following motion was approved:

A motion was made to approve the staff to close the Library until 2:00 p.m. for a morning in the spring of 2015 to be determined to permit the staff to participate in a program on leadership, team-building and customer service “Why Can’t We All Just Get Along?” Moved by: Dr. Altman. Seconded by: Dr. Gilbert. Unanimously accepted.

### **-Circulation Desk/Library Renovations**

Much progress has been made in planning for the renovation of the public service desk area. The Strategic Planning Committee has met with Stewart Fife of Library Interiors, the plaques in the main part of the Library have been taken down and will be relocated to the lobby, the old heater in the lobby has been replaced with a ceiling model and electrical switches have been relocated to permit hanging Alice Rigney’s Trompe L’oeil in a new location.

The Board discussed the September 2, 2014 design/proposal of Library Interiors, Inc. to furnish, deliver and install a new circulation desk for the Library. After discussion a motion was made to accept the proposal of Library Interiors, Inc. Moved by: Dr. Peck. Seconded by: Dr. Altman. Unanimously accepted.

The Board discussed the proposal to sheet rock over the current cinder block walls for the entire front entrance area of the Library. The Board was in agreement and designated a \$6,000 budget for this project.

The Board discussed and agreed that the entire Library should be re-carpeted. Gina Webb-Metz discussed two possible vendors and will be meeting with another in the next week.

The Board discussed and agreed that the entire Library should be freshly painted before the carpeting is installed. Gina Webb-Metz is working on scheduling the painting.

Steven Stropf, Founder of The Children’s Tree & Art Foundation, inquired if the Library would like to again display some of the art pieces created from the 350 year old White Ash tree that was at the Mackay Elementary School. The Board recalled that it was a special exhibit in 2010 and would welcome a piece from the collection on a temporary basis for the grand opening of our newly renovated space.

### **-Drive Up Book Drop**

The Board discussed the request that a drive up book drop be installed. Some of the logistical challenges to this request were identified and discussed. It was decided that staff would make arrangements in advance to meet patrons at the curb of the parking lot near the fountain if they are in need of assistance in transporting their materials into the Library.

### **Report from the Mayor’s Alternate**

Martha Kerge informed the Board that Borough Hall and the Library Building would be included in coverage from the new generator that is being purchased by the Borough from grant money.

### **Report from the Superintendent’s Alternate**

None

### **Citizen’s Portion of the Meeting**

None

### **Any Other Business**

None

### **Adjournment**

Meeting was adjourned at 8:50 p.m. Moved by: Dr. Gilbert. Seconded by: Dr. Peck. Unanimously approved.

Respectfully submitted,

Soon Juhng  
Secretary/Treasurer

The next regular meeting of the Library Board of Trustees will be on Monday, October 20, 2014.

APPROVED: October 20, 2014