

Woodbury Public Library Board of Trustees

Meeting Minutes

March 27, 2017

I. Call to order

Kathy L. Mangeri called to order the regular meeting of the Board of Trustees of the Woodbury Public Library at 6:04 pm on March 27, 2017 at Woodbury Public Library and read the Open Public Meetings Act.

II. Roll call

Present: Kathy L. Mangeri, Cheryl A. Slack, Susan Fletcher, Pamela Lewis, Jessica Ferguson. Absent: Beverly Stiles, Donna Cohen, Tina Minor. Also present: Jessica Floyd, Mayor, Michelle Yeager, Library Director. No community members were present.

III. Approval of minutes from last meeting

Minutes from the Board's February 27, 2017 meeting were moved for approval by Mangeri, seconded by Slack, and were unanimously approved as read.

IV. Treasurer's Report

- a) See attached Treasurer's Financial Report, Lists of Receipts and Expenditures and 2017 Budget documents.
- b) Slack reported our balance as of February 28, 2017 was \$84,368.78. Fletcher moved to accept the Treasurer's Report. Lewis seconded. Approval of the report was unanimous.
- c) Ferguson moved to accept the Monthly Expenditures, Lewis seconded. Discussion ensued regarding some details of expenditures which included collection purchases, programming, phone and internet, and maintenance contracts for the website and elevator. Approval was unanimous.
- d) Slack noted that her discussions with the City of Woodbury regarding further assistance with the library's budget were positive with preliminary talk of shared relationships regarding janitorial services and computer purchasing, but that the City is ultimately unable to increase their funding. Discussion ensued regarding alternatives for boosting the budget. Slack recommends removing the Utilities Budget Operation line due to the City's willingness to help with a heating contract and other utility costs as well as the Capital Expenditures line that was initially intended for computer purchasing and maintenance. Fletcher moved to accept the Budget and Ferguson seconded. Approval was unanimous.

V. Director's Report

- a) See attached Director's Report document and Statistics Report. Note corrections to stats include a date change from 2016 to 2017 and the needed addition of a "Feb '16" column for comparisons.
- b) Past Programing: Yeager noted good attendance for February programming including 25 at the Kids' Makers' Day, 60 at the Peter and the Wolf theater program, 10 at the adult letterpress workshop, and at least 13 seed checkouts from the re-launch of the seed library.

- c) Upcoming Programming: Yeager reported on several upcoming programs including both children's and adult authors. The Avoiding Investment Fraud program scheduled for April 25 requires at least 12 sign-ups to be a "go." Yeager will be participating in an outreach event at the YMCA in April. Additional programs in the works include an antique appraisal, career connections seminar, small business development workshops, and Little Free Library stations. Added publicity is being planned for events via flyers to local churches and small businesses.
- d) Friends update: In May, the Friends are hosting a rummage sale, wreath making class, and e.e. cummings live history program.
- e) Staff: Yeager registered for one day of the NJLA annual conference in Atlantic City and is part of the NJLA Honors & Awards Committee which will be presenting at the conference. Two new volunteers have joined on at the library. #bookfacefridays has ended and the Board provided feedback on selecting the "winners."
- f) Misc: The State-Aid report has been filed. Collection re-arrangement continues to happen including reorganization and cataloging of graphic novels and vertical files.

VI. New Business

- a) Discussion ensued regarding Policy Manual revisions. At future meetings Yeager will bring two policies that should be considered for a re-write or clarification.
- b) Board of Trustees professional development hours are being completed with Slack completing a webinar and Ferguson attending a community facilitation workshop.
- c) Slack moved to open the meeting to public comment. Ferguson seconded and the motion was unanimously approved. No community members were present. Ferguson moved to close the meeting to public comments, Slack seconded and the motion was unanimously approved.
- d) Yeager stepped out so that the Board could begin closed session.

VII. Closed Session

VIII. Adjournment

Mangeri adjourned the meeting at 7:47 pm.

Minutes submitted by: Jessica Ferguson

Minutes approved by board on Monday, April 24