

MINUTES
LIBRARY BOARD OF TRUSTEES
Thursday, February 15, 2018

Regular Business

Present: Sheila Sterling, Eileen Gabrielle, Ann Sullivan, Jim Lessersohn, John Trause, Claire Beslow

Absent: Andrew Rudman, Joe Colella, Miriam Yu, Carol Blakeslee

A. Approval of minutes: (EG, AS)

1. Regular meeting – January 10, 2018

B. Approval of financial reports and Transaction Reports (Bill Lists) – December 2017 (final) and January 2018 (CB,JL)

1. Last meeting we surveyed the year and noted that minor adjustments needed to be made. Anne made those adjustments. We seem to have an increase in revenue of \$1500; Anne and the bookkeeper will continue to review and adjust.
2. Went over the January reports
 - a. Balance sheet
 - b. Petty cash
 - c. Profit and Loss previous year comparison – results are very similar to what they were this time last year
 - d. Transaction report – everything seems very straightforward

C. Acceptance of January 2018 Information Services, and Youth Services Librarians Reports (CB, EG)

1. Talked about NJ Makers' Day on Saturday, March 10, 2018
2. Discussed mental health training for the Library staff that had been brought up in the Information Services Report

D. Acceptance of January 2018 Director's Report (CB,EG)

Correspondence

Old Business

A. Library budget presentation 2018 – follow-up

1. Andrew will keep us informed

B. Fat Saturday (Foundation) Fundraiser, April 21, 2018

1. Sheila encouraging Lin Loh to get as much assistance as she can; a lot of the marketing/merchandising has been organized
2. John shared what he is doing to announce the fundraiser
3. Hopefully the Library's Administrative Assistant will be able to coordinate the gift baskets

New Business

A. Revised Young Adult Room Policy and Procedure [Draft]

1. Went over the draft – Sheila moved (SS, JL) to accept the new revised version of adults using the young adult room policy (unanimous)
- B. Discussed the report the Borough distributed on the amount of money spent on the Library building maintenance, insurance, and payroll services

Public Portion

Closed Session

Next Board Meeting Wednesday, March 14, 2018

Meeting adjourned 9:35 (EG, AS)

Respectfully submitted,
Claire Beslow